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RURAL DEVELOPMENT AND LOCAL ADMINISTRATION DEPARTMENT

GUIDE BOOK

ON

PANCHAYAT DEVELOPMENT IN MADRAS STATE

Volume III

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RULES ISSUED UNDER DISTRICT DEVELOPMENT COUNCILS.

PANCHAYAT UNIONS—CONSTITUTION—SOUTH MADURAI DEVELOPMENT DISTRICT—MELUR I, II AND NATHAM PANCHAYAT UNIONS—NOTIFICATION ISSUED UNDER SECTION 7(3) OF THE MADRAS PANCHAYATS ACT, 1958—MODIFICATION—CONSEQUENTIAL ORDERS—ISSUED.

No. 1015, R.D., dated 1st December 1960, five villages of Melur
No. 1015, R. D., dated 1st December 1960, five villages of Melur
Revenue firka and eight villages of Vellalapatti firka in Melur I block will be added to Melur II block; and the villages comprised in the Kottampatti revenue firka in Natham Block will be excluded from the said block and included in Melur I block. As the jurisdiction of the development blocks and panchayat unions should be co-terminus, it has become necessary to make exclusion and inclusion of areas in the respective panchayat unions. Accordingly, the jurisdiction of Melur I as well as Melur II and Natham have been modified.

2. A panchayat union council has already been constituted for the Melur I panchayat union from 2nd October 1960. Panchayat union councils will be constituted for the Melur II and Natham panchayat unions from 2nd October 1961.

3. Under section 13 (iii), (iv) and (v) of the Madras Panchayats Act, 1958 with effect on and from the date specified in the notification constituting a panchayat union council under the said Act in respect of a panchayat union council, certain properties, such as elementary schools maintained by any panchayat or district board immediately before the said date in the panchayat development block, together with the assets and liabilities appertaining to such schools, district boards, district choultries, district dispensaries, district markets, etc., shall stand transferred to and vested in the panchayat union council. With effect from 2nd October 1961, the Melur I panchayat union council shall cease to exercise jurisdiction over the areas transferred from the said panchayat union to Melur II panchayat union and the Natham panchayat union council shall cease to exercise jurisdiction over the areas transferred to the Melur I panchayat union.

4. The following order is accordingly issued by the Government which shall take into effect from 2nd October 1961 :—

ORDER.

Under sub-section (6) of section 7 of the Madras Panchayats Act, 1958 (Madras Act XXXV of 1958), the Governor of Madras hereby directs—

(i) (*a*) that the elementary schools (with the assets and liabilities appertaining thereto) every road, choultry, dispensary and market vested in Melur I panchayat union council and all other properties and all rights and all interests owned by or vested in or held in trust by or for the said panchayat union council as well as all liabilities lawfully subsisting shall, in so far as they are situated in, or relatable to the area transferred to the Melur II panchayat development block, be vested in the Melur II panchayat union council; and

(*b*) that any tax, fee or other sum due to the Melur I panchayat union council shall in so far as they relate to the area transferred to the Melur II panchayat development block, be payable to the Melur II panchayat union council; and appeals, petitions or other applications, with reference to any such tax, fee, or sum which are pending on 2nd October 1961, shall be disposed of by the Melur II panchayat union council.

(ii) (*a*) that all elementary schools (with the assets and liabilities appertaining thereto), every road choultry, dispensary and market vested in Natham panchayat union council and all other properties and all rights and all interests owned by or vested in or held in trust by or for the said panchayat union council as well as all liabilities lawfully subsisting shall, in so far as they are situated in, or relatable to, the area transferred to Melur I panchayat development block, be vested in the Melur I panchayat union council; and

(*b*) that any tax, fee or other sum due to the Natham panchayat union council shall in so far as they relate to the area transferred to Melur I panchayat development block be payable to the Melur I panchayat union council and appeals, petitions or other applications, with reference to any such tax, fee, or sum which are pending on 2—10—1961, shall be disposed of by the Melur I panchayat union council.

(G.O. Ms. No. 2636, **Rural Development and Local Administration, dated 28th September 1961.**)

PANCHAYAT UNIONS—CONSTITUTION—SOUTH MADURAI DEVELOPMENT DISTRICT—MADURAI EAST, MADURAI WEST AND TIRUPARANKUNDRAM PANCHAYAT UNIONS—NOTIFICATION ISSUED UNDER SECTION 7 (3) OF THE MADRAS PANCHAYATS ACT, 1958—ORDERS ISSUED.

It has been ordered in G.O. Ms. No. 1015, R.D., dated 1st December 1960, that Sathamangalam and Managiri villages of Madurai Cusba firka now included in the Tiruparankundram block

should be excluded from the block and included in Madurai East block; and that the Thallakulam, Velangudi, Thathaneri, Silayaneri and Bibikulam villages of Madurai Cusba firka should be excluded from Tiruparankundram block and included in Madurai West Block. As the jurisdiction of the development blocks and panchayat unions should be co-terminus, it has become necessary to exclude the said seven villages from the Tiruparankundram panchayat union and include them in Madurai East and Madurai West Panchayat unions. Accordingly, orders have been issued in the Government Order read above modifying the jurisdiction of the Madurai East, Madurai West and Tiruparankundram panchayat unions.

2. Panchayat Union Councils have already been constituted for the Madurai East and Madurai West panchayat unions from 2—10—1960 and for Tiruparankundram panchayat union from the 13th April 1961.

3. Under section 13 (iii), (iv) and (v) of the Madras Panchayats Act, 1958, with effect on and from the date specified in the notification constituting a panchayat union council under the said Act in respect of a panchayat union council, certain properties such as, elementary schools maintained by panchayat or district board immediately before the said date in the panchayat development block, together with the assets and liabilities appertaining to such school district roads, district choultries, district dispensaries, district market, etc., shall stand transferred to and vested in the panchayat union council. With effect from the 2nd October 1961, the Tiruparankundram panchayat union council shall cease to exercise jurisdiction over the areas tarnsferred from the said panchayat union to Madurai East panchayat union or Madurai West panchayat union, as the case may be.

4. The following order is accordingly issued by the Government which shall take into effect from the 2nd October 1961 :—

ORDER.

Under sub-section (6) of section 7 of the Madras Panchayats Act, 1958 (Madras Act XXXV of 1958), the Governor of Madras hereby directs—

(1) (*a*) that all elementary schools (with the assets and liabilities appertaining thereto) every road, choultry, dispensary and market vested in the Tiruparankundram panchayat union council, and all other properties and all rights and all interests owned by or vested in or held in trust by or for the said panchayat union council as well as all liabilities legally subsisting shall, in so far as they are situated in, or relatable to the area transferred to the Madurai East panchayat development or Madurai West panchayat

development block, as the case may be, be vested in the Madurai East or Madurai West panchayat union council, as the case may be; and

(*b*) that any tax, fee or other sum due to the Tiruparankundram panchayat union council shall, in so far as they relate to the area transferred to Madurai East panchayat development block or Madurai West panchayat development block, as the case may be, be payable to the Madurai East panchayat union council or Madurai West panchayat union council, as the case may be; and appeals, petitions, or other applications with reference to any such tax, fee or sum which are pending on 2nd October 1961 shall be disposed of by the respective panchayat union councils.

(G.O. Ms. No. 2637, Rural Development and Local Administration, dated 28th September 1961.)

ACT—THE MADRAS DISTRICT DEVELOPMENT COUNCILS AND PANCHAYATS (EXTENSION TO ADDED TERRITORY ACT, 1961—DATE OF COMING INTO FORCE—NOTIFICATION ISSUED.

NOTIFICATION.

In exercise of the powers conferred by sub-section (2) of section 1 of the Madras District Development Councils and Panchayats (Extension to Added Territory) Act, 1961 (Madras Act 28 of 1961), the Governor of Madras hereby appoints the 2nd day of October 1961, as the date on which the said Act shall come into force.

(G.O. Ms. No. 2683, Rural Development and Local Administration, dated 30th September 1951.)

RULES—MADRAS DISTRICT DEVELOPMENT COUNCILS ACT, 1958—EXTENTION TO THE ADDED TERRITORY.

NOTIFICATION.

In exercise of the powers conferred by section 14 of the Madras District Development Councils Act, 1958 (Madras Act XVIII of 1958), read with section 3 of the Madras District Development Councils and Panchayats (Extension to Added Territory) Act, 1961 (Madras Act 28 of 1961), and of all other powers hereunto enabling, the Governor of Madras hereby makes the following rule :—

RULE.

All rules made under the Madras District Development councils Act, 1958 (Madras Act XVIII of 1958), and in force in the whole of the State of Madras except in the territories specified in the Second Schedule to the Andhra Pradesh and Madras (Alteration of Boundaries Act, 1959) (Central Act 56 of 1959), shall apply to the territories specified in the said Second Schedule.

(G.O. Ms. No. 2733, Rural Development and Local Administration, dated 9th October 1951.)

MADRAS DISTRICT DEVELOPMENT COUNCILS ACT 1958—DISTRICT DEVELOPMENT COUNCILS—FORMATION OF A GENERAL COMMITTEE OF THE DISTRICT DEVELOPMENT COUNCIL—ORDERS ISSUED.

The Madras District Development Councils Act, 1958, provides for the creation, at the district level, of an advisory body to advice the Government on various matters relating to development. Section 8 (1) of the same Act also provides that the District Development Council, as constituted, may and, if so, required by the Government, shall constitute Standing Committees for dealing with—

(*a*) Food and Agriculture;

(*b*) Industries and Labour;

(*c*) Public Works;

(*d*) Education; and

(*e*) Health and Welfare including Prohibition.

2. In the Government order read above, the Government desired that every District Development Council should constitute the five Standing Committees as mentioned above and specified the subjects which may be dealt with by each of the Standing Committees and the manner of choosing the members of these Committees.

3. Accordingly Standing Committees have been constituted by all the District Development Councils, as contemplated in the Government order read above. These Committees have been advising the District Development Councils on all matters of devement related to them.

4. The view has now been expressed that there are certain items of work which cover all aspects of planning and development and which cannot be specifically allotted to any one of the Standing Committees. Such items would include, for example, small savings, plan, publicity, etc. In order to deal with these

items, it has been suggested that a General Committee may be constituted by every District Development Council on a non-statutory basis.

5. The Government have examined the suggestion and approved of it. They desire that every District Development Council should constitute a General Committee under sub-section 1 (*b*) of section 8 of the Madras District Development Councils Act, 1958, with the Collector of the district as the Chairman and the Chairmen of the five Standing Committees as Members. The General Committee may deal with items of work which are of a general nature, covering all aspects of planning and development. The Government desire that the officer who functions as the Secretary of the District Devlopment Council shall also function as the Secretary of the General Committee.

6. The Government desire that, as a general rule, the meeting of the General Committee may be held on the day preceding the day fixed for the meeting of the District Development Council so that the members may combine the trips to the district headquarters for the general Committee meeting with the trips for the meeting of the District Development Council itself. The General Committee can, of course, meet at other times, if necessary, independently of the date fixed for the meeting of the Council.

(G.O. Ms. No. 3389, Rural Development and Local Administration, dated 27th December 1951.)

RULES—MADRAS DISTRICT DEVELOPMENT COUNCILS ACT, 1958—PERIOD WITHIN WHICH A MEMBER OF PARLIAMENT OR A MEMBER OF STATE LEGISLATURE SHOULD INTIMATE HIS DECISION TO SERVE ON A PARTICULAR DISTRICT DEVELOPMENT COUNCIL—FURTHER AMENDMENT—ISSUED.

NOTIFICATION.

In exrecise of the powers conferred by clause (*b*) of sub-section (3) of Section 4 of the Madras District Development Councils Act, 1958 (Madras Act XVIII of 1958), the Governor of Madras hereby makes the following amendment to the rule relating to the period within which a Member of Parliament or a Member of the State Legislature should intimate his decision to serve on a particular District Development Council, published with the Rural Development and Local Administration Department Notification S.R.O. No. A. 384 of 1960, dated the 17th September 1960, at page 354 of Part V of the *Fort St. George Gazette*, dated the 12th October 1960.

Amendment.

In the said rule, the following proviso shall be added at the end, namely :—

"Provided that the Government may, in their discretion and upon an application in writing made in this behalf by any such Member who fails to intimate his decision within the time specified, allow to such Member further time not exceeding six months to intimate his decision."

(G.O. Ms. No. 7, Rural Development and Local Administration, dated 2nd January 1962.)

MADRAS DISTRICT DEVELOPMENT COUNCILS—CONDUCT OF MEETINGS—POSITION OF OFFICIAL MEMBERS TO CONSTITUTE QUORUM AND NOMINATION OF MEMBERS TO PRESIDE OVER THE MEETINGS IN THE ABSENCE OF CHAIRMAN—ORDERS—PASSED.

The Collector of Thanjavur has enquired—

(i) Whether the presence of a member of the District Development Council who is an officer of the Government may be counted for purpose of constituting "Quorum" for the meeting; and

(ii) Whether an official member may be nominated to preside over the meetings of the District Development Council in the absence of the Chairman, and if not, whether a panel of Vice-Chairman from among the non-official members of the Council may be prepared for the purpose.

2. The Government have examined the points raised by the Collector of Thanjavur and they consider that as it is specifically laid down in the proviso under section 6(3) of the Madras District Development Conclis Act, 1958 (Madras Act XVIII of 1958) that official members shall have the right to take part in the discussion with no right to vote at the meetings and shall not be members for any other purpose, the presence of the official members cannot be taken into account for the purposes of determining the "quorum".

3. For the reasons stated in paragraph 2 above, the Government consider that no official member can be nominated to preside over the meetings of the Councils or exercise the power of voting under section 6 (3) of the Madras District Development Councils Act, 1958. They do not also consider it necessary to have a panel of Vice-Chairmen prepared from among the non-official members of the Council as suggested by the Collector. They consider that the problem can be solved if a convention is set up, to have the oldest non-official member in age from among the Chairmen of the five standing committees of the District Development Council present at the meeting to preside over the meeting of the District Development Council in the absence of the Chairman.

(G.O .Ms. No. 148, Rural Development and Local Administration, dated 16th January 1962.)

DISTRICT DEVELOPMENT COUNCILS—STANDING COMMITTEES OF THE DISTRICT DEVELOPMENT COUNCILS—CONVENING OF MEETINGS—INCURRING OF EXPENDITURE—SANCTIONED.

In G.O. Ms. No. 503, R.D. & L.A., dated 21st March 1960, the Collectors of rural Districts were authorised to incur an expenditure not exceeding Rs. 25 per meeting of the District Development Council on unforeseen items of expenditure. Subsequently orders have been issued in G.O. Ms. No. 1694, R.D. & L.A., dated 16th June 1961 that every District Development Council should constitute five Standing Committees. These Standing Committees are to meet on independent dates ahead of the District Development Councils. The Collector of Tirunelveli has brought to the notice of the Government that it is necessary to provide light refreshment for the members of the Standing Committees during the meeting of the respective committees.

2. The Government have examined the suggestion of the Collector of Tirunelveli and they authorise the Collectors of rural Districts to incur an expenditure not exceeding Rs. 300 (rupees three hundred only) for all Standing Committees' meetings of each District Development Council for a whole year on items of expenditure like providing light refreshments to the members attending the meeting and on hiring of chairs required for the meetings of the Standing Committees, etc. The amount to be spent during the current financial year should be restricted in proportion to the amount fixed for the whole year.

3. The expenditure should be debited to "57. Miscellanous—J. Miscellaneous and unforeseen charges—F. Planning Boards and Commissions."

4. The expenditure incurred should be furnished by the Collector to Government in the Rural Development and Local Administration Department every month under a separate column along with the monthly reports being sent by them on the expenditure incurred for the meetings of the District Development Councils.

(G.O. Ms. No. 266, Rural Development and Local Administration, dated 1st February 1962.)

DISTRICT DEVELOPMENT COUNCILS—MEMBERS OF PARLIAMENT ATTENDING DISTRICT DEVELOPMENT COUNCIL MEETINGS—PROCEDURE TO BE ADOPTED IN PASSING TRAVELLING ALLOWANCE CLAIMS—INSTRUCTIONS ISSUED.

The Collector of Salem has enquired whether the certificate of non-drawal of travelling allowance in respect of the Members of Parliament, should be obtained from the Lok Sabha Secretariat or

Rajya Sabha Secretariat ,as the case may be, before passing their Travelling Allowance bills, or whether the bills can be passed on the strength of the certificate of non-drawal of travelling Allowance furnished by the Members of Parliament themselves.

2. It was previously ordered that where the members of Parliament are serving on Committees Boards/Commissions, the countersigning authority should furnish to the Lok Sabha/Rajya Sabha Secretariat information regarding the meetings of the Committees/Boards/Commissions well in advance of the actual dates of the meetings. The details of payment of Travelling Allowance to such members should be communicated to the Lok Sabha Secretariat/Rajya Sabha Secretariat and the Pay and Accounts Officer. Lok Sabha Secretariat and the Pay and Accounts Officer, Rajya Sabha Secretariat immediately thereafter.

3. The Collector of Salem is informed that he may pass the Travelling Allowance bills of the Members of Parliament, who attend the meetings of the District Development Council, on the basis of a non-drawal certificate from the Members of Parliament themselves, and intimate the details of such payment to the Lok Sabha Secretariat/Rajya Sabha Secretariat and the Pay and Accounts Officers of the respective Secretariats as instructed in G.O. Ms. in 38 Legislature Assembly Department, dated 22nd June 1959.

(G.O. Ms. No. 2010, Rural Development and Local Administration dated 18th October 1961.)

MADRAS DISTRICT DEVELOPMENT COUNCILS—ACT, 1958—MEMBERS OF PARLIAMENT AND STATE LEGISLATURE—EXERCISE OF OPTION TO SERVE AS MEMBERS OF DISTRICT DEVELOPMENT COUNCIL—PROVISIONS OF THE ACT AND RULES—EXPLAINED.

Under section 4 (1) (*b*) of the Madras District Development Councils Act, 1958, a District Development Council established by the Government shall consist of (among others) all Members of Parliament and Members of the State Legislatlure chosen to represent a constituency which consists of, or comprises, or which relates to, the district or any portion thereof or who reside in the district. Section 4 (3) (*b*) of the said Act provides that a member who represents a constituency lying in a district other than a district in which he has his residence should decide as to the district in which he desires to serve as a member of the District Development Council and intimate his decision to the District Collector concerned within such period as may be prescribed. Under the rules issued under the said section such member should intimate

his decision as to the district in which he desires to serve as a member of the District Development Council to the District Collector concerned within fifteen days of the publication of the notification under section 3 (2) of the said Act in the case of persons chosen as Members of Parliament or of the State Legislature before the publication of the said notification; and in other cases, the member should intimate his decision within 15 days from the date on which he was declared duly elected as a member of Parliament or of the State Legislature. With a view to enable members who fail to exercise their option within the prescribed time, the said rule has been further amended in G.O. Ms. No. 7, Rural Development and Local Administrative, dated 2nd January 1962, enabling the Government to allow, at their discretion and upon writing made in this behalf by any such member who fails to intimate his decision within the time specified, further time not exceeding six months to intimate his decision.

2. New members have now been elected to the Parliament and the State Legislature. The Collectors are requested to bring the above provisions of the Act and the rules made thereunder to the notice of all members of the State Legislature and Parliament in their respective districts for information.

(**Memorandum No. 54042, A. Spl/62-2, dated 10th April 1962.**)

RULES ISSUED UNDER THE MADRAS PANCHAYATS ACT—PANCHAYAT UNION.

ACTS—MADRAS PANCHAYATS ACT, 1958, AND MADRAS DISTRICT DEVELOPMENT COUNCILS ACT, 1958—OF COMING INTO FORCE IN ADDED TERRITORY—NOTIFIED.

NOTIFICATION I.

In exercise of the powers conferred by sub-section (3) of section 1 of the Madras Panchayats Act, 1958 (Madras Act XXXV of 1958), the Governor of Madras hereby appoints the 2nd day of October 1961 as the date on which all the provisions of the said Act shall come into force in the territories specified in the second schedule to the Andhra Pradesh and Madras (Alteration of Boundaries) Act, 1959 (Central Act 56 of 1959).

NOTIFICATION II.

In exercise of the powers conferred by sub-section (3) of section 1 of the Madras District Development Councils Act, 1958 (Madras Act XVIII of 1958), the Governor of Madras hereby appoints the 2nd day of October 1961 as the date on which the said Act shall come into force in the territories specified in the second schedule to the Andhra Pradesh and Madras (Alteration of Boundaries) Act, 1959 (Central Act 56 of 1959).

(G.O. Ms. No. 2684, Rural Development and Local Administration, dated 30th September 1961.)

RULES—MADRAS PANCHAYATS ACT, 1958—EXTENSION TO THE ADDED TERRITORY.

NOTIFICATION.

In exercise of the powes conferred by section 178 of the Madras Panchayats Act, 1958 (Madras Act XXXV of 1958), read with section 4 of the Madras District Development Councils and Panchayats (Extension to Added Territory) Act, 1961 (Madras Act 28 of 1961), and of all other powers hereunto enabling and in supersession of all the rules made under the Andhra Pradesh Panchayat

Samithis and Zilla Parishads Act, 1959 (Andhra Pradesh Act XXXV of 1959), the Governor of Madras hereby makes the following rule :—

Rule.

All rules made under the Madras Panchayats Act, 1958 (Madras Act XXXV of 1958), and in force in all the areas of the State of Madras, except in the Kanyakumari district, the Shencottah taluk of the Tirunelveli district and the territories specified in the Second Schedule to the Andhra Pradesh and Madras (Alteration of Boundaries) Act, 1959 (Central Act 56 of 1959), shall apply to the territories specified in the said Second Schedule.

(G.O. Ms. No. 2732, Rural Development and Local Administration, dated 9th October 1961.)

RULES—MADRAS PANCHAYATS ACT, 1958—PANCHAYATS—PUBLIC HALTING PLACES, CART STANDS, ETC.—AMENDMENT.

NOTIFICATION.

In exercise of the powers conferred by section 106 and clause (xxiii) of sub-section (2) of section 178 of the Madras Panchayats Act, 1958 (Madras Act XXXV of 1958), the Governor of Madras hereby makes the following amendment to the rules relating to public halting places, cart stands, etc., published with the Rural Development and Local Administration Department Notification S.R.O. No. A-489 of 1961 dated the 26th April 1961 (Notification No. 35) at pages 37 to 39 of the Supplement to Part V of the *Fort St. George Gazette*, dated the 10th May 1961, the same having been previously published as required by sub-section (2) of section 179 of the said Act.

Amendment.

In the entries relating to item (3) in rule 5 of the said rules, for the figures and words "9 naye Paise per diem" and "0.13", the figures and words "19 naye Paise per diem" and "0.25" shall respectively be substituted.

(G.O. Ms. No. 3000, Rural Development and Local Administration, dated 9th November 1961.)

RULES—MADRAS PANCHAYATS ACT, 1958—RULES RELATING TO MOVING OF RESOLUTIONS AT MEETINGS OF PANCHAYATS—ERRATUM—ISSUED.

DRAFT ERRATUM.

In the rules relating to Moving of Resolutions at meetings of Panchayats, published with the Rural Development and Local Administration Department Notification S.R.O. No. A-489 of 1961,

dated the 26th April 1961, at pages 17 and 18 of the Supplement to Part V of the *Fort St. George Gazette*, dated the 10th May 1961, in sub-rule (2) of rule 5 of the said rules, *for* the word " willing " *read* " unwilling ".

(Memorandum No. 218295-A L. (Special) 61-3, Rural Development and Local Administration dated 27th October 1961).

ACT—MADRAS PANCHAYATS ACT, 1958—SECTION 152 (3)—OF THE ACT—CERTAIN CLARIFICATIONS—ISSUED.

The procedure for passing a motion of 'no confidence' in a president or vice-president of a panchayat is laid down in section 152 of the Madras Panchayats Act, 1958. Sub-section (3) of the said section provides that a copy of the statement of charges along with the notice of the meeting shall be caused to be delivered to the president or vice-president concerned by the Tahsildar and the president or vice-president shall be required to give a statement in reply to the charges within a week of the receipt of the notice. A question has been raised whether the expression " notice of the meeting" occurring in the said sub-section would mean notice of the actual date on which the meeting would be held for considering the motion of no-confidence.

2. The Government issue the following clarification in the matter. The notice of meeting referred to in section 152 (3) cannot be construed as referring to the notice of the actual date and time appointed for the meeting. Taking the natural meaning of the expression ' notice of the meeting ', section 152 (3) would only mean that the tahsildar should send a notice to the president or vice-president, as the case may be, informing him that the tahsildar would be convening a meeting for the consideration of the motion after the expiry of the period of the notice issued by him and requiring the president or vice-president as the case may be, to give a statement in reply to the statement of the charges enclosed with the notice, within a week of the receipt of the notice. Whether the reply is received or not within the period specified in the notice issued under section 152 (3), the tahsildar should, after the expiry of the said period convene a meeting for the consideration of the motion at a time appointed by him. Under section 152 (5), the notice of such meeting and the time appointed therefor should be given to the members so as to allow not less than fifteen clear days after service of the notice.

(G.O. Ms. No. 412, Rural Development and Local Administration dated 20th February 1962.)

PANCHAYATS—RECLASSIFICATION AS TOWN PANCHAYATS—PUBLICATION IN THE FORT ST. GEORGE GAZETTE—CLARIFICATION.

Reference.—From the Inspector of Municipal Council and Local Boards, Madras, Letter Roc. No. 581 27/61-E2, dated 4th January 1962.

The Inspector of Municipal Councils and Local Boards, Madras, is informed that since the alteration contemplated in Section 9 of the Madras Panchayats Act, 1958 (Madras Act XXXV of 1958) is in respect of a notified classification, such alteration should by necessary implication, be made by notification. The presumption expressed by the Inspector of Municipal Councils and Local Boards in his letter cited is correct.

(Memorandum No. 6160 CL/62-L, Rural Development and Local Administration, dated 1st March 1962.)

RULES—MADRAS PANCHAYATS ACT, 1958—EXTENSION TO TRANSFERRED TERRITORY.

NOTIFICATION.

In exercise of the powers conferred by section 178 of the Madras Panchayats Act, 1958 (Madras Act XXXV of 1958) read with section 3 of the Madras Panchayats (Extension to Transferred Territory) and Panchayat Union Councils (Special Provisions for First Constitution) Amendment Act, 1961 (Madras Act 27 of 1961), and of all other powers hereunto enabling, the Governor of Madras hereby makes the following rules :

Rules.

1. *Short title and extent.*—(1) These rules may be called the Madras Panchayats (Application to Transferred Territory) Rules, 1962.

(2) They extend to the Kanyakumari district and the Shencottah taluk of the Tirunelveli district (hereinafter, in these rules, referred to as the 'transferred territory').

2. *Application of the rules under Madras Act XXXV of 1958 to the transferred territory.*—All rules made under the Madras Panchayat Act, 1958 (Madras Act XXXV of 1958) other than the rules, if any, relating to the levy, assessment and collection of the local cess under the said Act and elementary education and in force in the State of Madras except the transferred territory shall apply to the transferred territory.

3. *Repeal.*—On the commencement of these rules, all rules made under the Travancore-Cochin Panchayats Act, 1950 (Travancore-Cochin Act II of 1950) which correspond to the rules applied to the transferred territory under rule 2 shall cease to be in force in the transferred territory.

(G.O. Ms. No. 684, Rural Development and Local Administration, dated 21st March 1962.)

PANCHAYAT—RECLASSIFICATION OF VILLAGE PANCHAYATS AS TOWN PANCHAYATS—PROCEDURE—INSTRUCTIONS.

Section 3 (1) (*a*) of the Madras Panchayats Act, 1958 empowers the Inspector (Collector) to *classify and declare* every local area comprising a revenue village or villages or any portion of a revenue village or contiguous portions of two or more revenue villages and having a population estimated at not less than five thousand and an annual income estimated at not less than ten thousand rupees as a panchayat town for the purposes of that Act. The classification under this provision is to be made at the time of declaration (i.e., constitution) of a local area as a panchayat.

2. Section 9 (1) of the Madras Panchayats Act, 1958 empowers the Government to alter any classification of panchayats notified under sub-section (1) of section 3, if in their opinion the town or village satisfies or ceases to satisfy the conditions referred to in that sub-section. This provision relates to *reclassification* of existing panchayats as Town or Village Panchayats as the case may be.

3. Now that panchayats have been constituted for almost all villages in the State there will be only cases of reclassification under section 9 (1) of the Act. The Government have authorized the Additional Development Commissioner to exercise the power vested in them under section 9 (1) referred to above.

4. If a Village Panchayat is reclassified as a Town Panchayat, the payment of Village House Tax Matching Grant, will have to be stopped. The audit authority will change, i.e., the Local Fund Audit Department will have to undertake the work of audit and the Panchaayt Extension Officer will cease to be the auditor. A question has been raised at what intervals, a reclassification of Village Panchayats under section 9 (1) may be taken. It is neither desirable nor necessary to order reclassification during the course of a financial year. It may not also be proper to have the reclassification once in five years at the time of reconstitution. The reclassification of a panchayat may be taken up once in a year. The Divisional Panchayat Officers may therefore initiate proposals in this regard in the month of August every year with the following details :—

(1) Population according to 1961 census;

(2) Average normal income of the Panchayat for three preceding years;

(3) Average normal expenditure of the Panchayat for three preceding years; and

(4) A normal budget for the working of the proposed Town Panchayat with normal receipts and expenditure taking into account :—

(*a*) the salary and allowances to be paid to the Executive Officer, full time clerk, collection staff, etc., and

(*b*) loss of income under House Tax Matching Grant to a Panchayat when it is up-graded as a Town Panchayat from a Village Panchayat.

5. If the proposals submitted by the Divisional Panchayat Officers through the Revenue Divisional Officers and Collectors concerned are in order and if the normal budget for a Town Panchayat proposed is financially sound, the classification may be given effect to from the commencement of the next financial year for administrative as well as Local Fund Audit purposes.

(G.O. Ms. No. 732, L.A. dated 26th March 1962.)

RULES—MADRAS PANCHAYATS ACT, 1958—RESTRICTIONS AND CONTROL OVER EXECUTION OF KUDIMARAMAT BY PANCHAYATS—LEVY OF FEES BY PANCHAYATS—AMENDMENT—CONFIRMED.

The draft of an amendment to the rule relating to 'Restrictions' and control over execution of kudimaramat by Panchayats—Levy of fees by Panchayats', was published in Part V of the *Fort St. George Gagette*, dated the 20th December 1961, for general information and criticism. No objection or suggestion having been received, the amendment is hereby confirmed.

2. The appended notification will be published in the *Fort St. George Gazette.*

APPENDIX.

NOTIFICATION.

In exercise of the powers conferred by sub-section (2) of section 85, section 126, and sub-section (1) and clause (xxii) of sub-section (2) of section 178 of the Madras Panchayats Act, 1958 (Madras Act XXXV of 1958), the Governor of Madras hereby makes the following amendment to the rules relating to 'Restrictions and control over execution of Kudimaramat by Panchayats—Levy of fees by Panchayats published with Rural Development and Local Administration Department Notification S.R.O. No. A-480 of 1961, dated the 26th April 1961 (Notification No. 32), at pages 34 and 35 of supplement to Part V of the *Fort St. George Gazette*, dated the 10th May 1961, the same having been previously published as required by sub-section (2) of section 179 of the said Act—

AMENDMENT.

In rule 1 of the said rules, the words "transferred to it for protection and maintenance" shall be omitted.

(G.O. No. 368, L.A., dated 16th February 1962.)

ACT—MADRAS PANCHAYATS ACT, 1958—TAMIL TRANSLATION—SECTION 153 (3) OF THE ACT—ERRATUM—ISSUED.

ERRATUM.

In sub-section (3) of section 153 of the Madras Panchayats Act, 1958 (Madras Act XXXV of 1958) as published in Tamil at page 77 of Supplement to Part IV—Section 4 of the *Fort St. George Gazette*, dated the 26th October 1960, *for* the words, "குற்றச் சாட்டுக்களைப் பற்றிய அறிக்கையின் நகல் ஒன்றையும் கூட்டத்துக்கான அறிக்கையும்" ***read*** "குற்றச்சாட்டுகளைப் பற்றிய அறிக்கையின நகல் ஒன்றைப் பிரேரணையுடன் கூட"

(Memorandum 236026-L Spl./61-5, L.A., dated 3rd April 1962.)

PANCHAYAT—RESERVATION OF SEATS FOR SCHEDULED CASTES—INSTRUCTIONS—CLARIFICATION.

The Collector of Chingleput is informed that under section 15 (2) of the Madras Panchayats Act, 1958, the reservation of seats for members of the Scheduled Castes shall have effect only until the first ordinary elections to panchayats after the expiration of of a period of ten years from th commencement of the Madras Village Panchayats Act, 1950, i.e., 1st April 1951. The last ordinary elections to panchayats were held in 1957–58 and reservation of seats for members of Scheduled Castes on panchayats will have effect *till* the ordinary elections to panchayats due in 1962–63 which will be the first ordinary election after the expiration of the ten years' period referred to. The question of amending section 15 (2) of the Madras Panchayats Act, 1958, to provide for further reservation on panchayats for members of Scheduled Castes or otherwise will be decided in due course.

(Memorandum No. 212230/C2/62-2, L.A., dated 19th April 1962.)

RULES—MADRAS PANCHAYATS ACT, 1958—ELECTION FOR CHAIRMEN AND VICE-CHAIRMEN—AMENDMENT—CONFIRMED.

The draft of an amendment to the rules relating to the election of chairmen and vice-chairmen of panchayat union councils was published in the Supplement to Part V of the ***Fort St. George***

Gazette, dated the 7th June 1961, for general information and criticism. No objection or suggestion having been received, the amendment is hereby confirmed.

2. The appended notification will be published in the *Fort St. George Gazette*.

APPENDIX.

Notification.

In exercise of the powers conferred by sub-section (2) of section 36 of the Madras Panchayats Act, 1958 (Madras Act XXXV of 1958), the Governor of Madras hereby makes the following amendment to the Madras Panchayat Union Councils (Election of Chairmen and Vice-Chairmen) Rules, 1960, published with Rural Development and Local Administration Department (Local Administration) Notification S.R.O. No. A-367 of 1960, dated the 27th September 1960, at pages 1 to 4 of Part V of the *Fort St. George Gazette* Extraordinary, dated the 2nd October 1960, the same having been previously published as required by sub-section (2) of section 179 of the said Act.

AMENDMENT.

In clause (*b*) of sub-rule (1) of rule 3 of the said rules, for the words "fifteen days", the words "thirty days" shall be substituted.

(G.O. Ms. No. 2182, L.A., dated 2nd August 1961.)

RULES—MADRAS PANCHAYATS ACT, 1958—TRANSFER OF IRRIGATION FUNCTIONS TO PANCHAYAT UNION COUNCILS—AMENDMENTS—CONFIRMED.

The draft of certain amendments to the rule relating to the transfer of irrigation functions to panchayat union councils was published in Supplement to Part V of the *Fort St. George Gazette*, dated the 24th May 1961, for general information and criticism. No objections or suggestions having been received, the amendments are hereby confirmed.

2. The appended notification will be published in the *Fort St. George Gazette*.

APPENDIX.

Notification.

In exercise of the powers conferred by sub-section (1) of section 85 and sub-section (1) of section 178 of the Madras Panchayats Act, 1958 (Madras Act XXXV of 1958), the Governor of Madras hereby makes the following amendments to the rule relating to

the transfer or irrigation functions to Panchayat Union Councils published with Rural Development and Local Administration Department (Local Administration) Notification S.R.O. No. A-385 of 1960, dated the 8th October 1960 (Notification No. 24), at pages 26 to 27 of the Supplement to Part V of the *Fort St. George Gazette*, dated the 12th October 1960, the same having been previously published as required by sub-section (2) of section 179 of the said Act.

AMENDMENTS.

In the said rule—

(i) for condition (1), the following condition shall be substituted, namely :—

" (1) The transfer to any panchayat union council shall be restricted to minor irrigation sources in charge of the Revenue Department, which are situated within such panchayat union, provided that such sources do not form part of a river irrigation system. Tanks under the control of the Public Works Department shall not be transferred even if they are unconnected with a river irrigation system."

(ii) after condition (8), the following condition shall be added, namely :—

" (9) The maintenance of all irrigation works transferred to the panchayat union council shall be under the control and supervision of the Panchayat Union Engineer (Block Engineer or Supervisor, as the case may be) and shall be subject to inspection by the Revenue Divisional Officer.

(G.O. Ms. No. 2185, L.A., dated 4th August 1961.)

ACT—MADRAS PANCHAYATS ACT, 1958—OFFICERS TO EXERCISE OR PERFORM THE POWERS OR DUTIES OF THE INSPECTOR—APPOINTED.

The appended notification will be published in the *Fort St. George Gazette*.

APPENDIX.

Notification.

Under clause (15) of section 2 of the Madras Panchayats Act, 1958 (Madras Act XXXV of 1958), the Governor of Madras hereby makes the following amendments to the Rural Development and Local Administration Department Notification No. II-2 380 of 1961, dated the 10th May 1961, published at pages 211–212 of Part II—Section 2 of the *Fort St. George Gazette*, dated the 24th May 1961.

AMENDMENTS.

In the Table under the said Notification—

(i) in the entries in clause (*b*) of column (2) against item 1—Additional Development Commissioner in column (1), for the figures and words " 6 and 16 ", the figures, word and brackets " 6, 16 and 60 (1) " shall be substituted;

(ii) in the entries in column (2) against item 2, Collector in column (1), after the figures and brackets " 106 (*b*) ", the figures and brackets " 119 (3) " shall be inserted.

(G.O. No. 2377, L.A., dated 30th August 1961.)

MADRAS PANCHAYATS ACT, 1958—CLASSIFICATION OF DEVELOPMENT BLOCKS FOR THE PURPOSE OF PAYMENT OF GRANT TO PANCHAYAT UNION COUNCILS—FURTHER INSTRUCTIONS ISSUED.

In the Government Order first cited, orders were issued fixing the number of blocks in each Development district under the fiscal categories of 'A', 'B', 'C' and 'D'. The Collectors were asked to prepare a draft statement of allocation of blocks among these different classes on the basis of land revenue *per capita* and to place the statement before the District Development Councils concerned and seek their advice as to whether the statement could be adopted as such, or, whether any suitable transpositions of blocks from one category to another would be required, without altering the total number of blocks in each category. The Collectors were also asked to accept the advice of the Council and amend the draft statement if the transposition of the blocks did not result in any increase in the total number of blocks under each category

2. All the District Development Councils except those of North Salem, South Salem, West Coimbatore and North Tirunelveli have accepted the draft statements prepared by the Collectors. The fiscal allocation of blocks as made by the Collectors except in the case of North Salem, South Salem, West Coimbatore and North Tirunelveli and as furnished by the Collectors in the reports cited are hence taken as final.

3. As regards Salem, the Collector has requested for a major revision of the number of blocks in each category for the reason that the figures of land revenue for Salem district furnished earlier, on the basis of which the fixation of the number of blocks in each category was made, are not correct. The suggestion of the Collector cannot be accepted as it would necessitate a reclassification of the blocks in all the other districts as well. The alternative suggestion of the Collector to add up the number of blocks in the same categories in both the Development districts and to make an allocation of blocks on this basis without changing the total

number of blocks under each category for the revenue district as a whole is accepted. The Collector is authorized to make the necessary transpositions in this regard.

4. In the case of West Coimbatore and North Tirunelveli, the suggestions of the Collectors of Coimbatore and Tirunelveli for the down-grading of one block each are not acceptable. The Collectors of Coimbatore and Tirunelveli are authorized to make a suitable transposition of the blocks without altering the total number in each fiscal category. If necessary, the number of blocks in the same classes in both the Development districts may be added together, and an allocation of blocks made, without changing the total number under each category for the revenue district as a whole.

5. The Collectors of Coimbatore, Salem and Tirunelveli are informed that in finalising the allocation as indicated above the concurrence of the District Development Council need not be obtained in view of the urgency of the matter and in view of the interim nature of the allocation as explained below. The Collectors of Coimbatore, Salem and Tirunelveli are requested to report to Government the allocation of blocks immediately.

6. It is reiterated that the classification of blocks now made is only a provisional one and subject to a general revision in 1962–63 on the basis of the 1961 census figures and only the final classification so determined will be applicable during the quinquennial period 1962–63 to 1966–67.

(Memo. No. 76427/L-Spl./61-5, dated 11th September 1961.)

PANCHAYAT UNION—SOUTH VELLORE DEVELOPMENT DISTRICT—PUDUPALAYAM AND CHENGAM PANCHAYAT UNIONS—NOTIFICATION UNDER SECTION 7 (3) OF THE MADRAS PANCHAYATS ACT, 1958—MODIFIED.

(G.O. Ms. No. 2508, R.D. and L.A., dated 16th September 1961.)

Consequent on the revenue rearrangements made in Chengam taluk of North Arcot district, the jurisdiction of the development blocks in Chengam taluk has been revised. According to the delimitation orders issued in G.O. Ms. No. 1759, Rural Development and Local Administration, dated 26th June 1961, the Chengam block will consist of not only all the 41 villages comprised in Chengam revenue firka but also the 23 villages of the Eraiyur firka. As the jurisdiction of the development block and the panchayat union should be co-terminus, it was found necessary to modify the notification issued under section 7 (3) of the Madras Panchayats Act, 1958, in respect of the said panchayat unions.

2. The panchayats concerned were consulted as required under section 7 (5) of the Madras Panchayats Act, 1958. Of the 18 panchayats 17 have agreed to the above proposal.

3. The appended notification will be published in the *Fort St. George Gazette.*

APPENDIX.

Notification I.

In exercise of the powers conferred by sub-section (4) of section 7 of the Madras Panchayats Act, 1958 (Madras Act XXXV of 1958), the Governor of Madras hereby makes the following modification to the Rural Development and Local Administration Department Notification II-2 No. 291 of 1961, dated the 13th April 1961, published at pages 15 to 22 of the *Fort St. George Gazette* Extraordinary, dated the 13th April 1961, in so far as it relates to the area forming the Pudupalayam Development Block in the South Vellore Development district. The modification hereby made shall come into force on the 2nd October 1961.

MODIFICATION.

In the table below the said notification, under the heading " South Vellore Development district ", for the first item and the entries relating thereto, the following item and the entries shall be substituted, namely :—

Name of development block.	*Area forming the development block.*	*Name of Panchayat union.*
(1)	(2)	(3)
1 Pudupalayam ..	85 Karapattu.	Pudupalayam.
	87 Korattambattu.	
	86 Podupattu.	
	89 Panaiolapadi.	
	88 Nandiomangalam.	
	98 Padiagraharam.	
	99 Alliandal.	
	149 Nayambadi.	
	150 C. Nammivandal.	
	165 Washar.	
	166 Kallarapadi.	
	164 Endal.	
	168 Melpadur.	
	169 Kilpadur.	
	167 Voividanthangal.	
	162 C. Gengambattu.	
	151 Alathur.	
	145 Oravandavadi.	
	152 Japthikariandal.	
	146 Kanji.	
	148 Damarapakkam.	
	90 Pudupalayam.	
	88 Kakarasampalayam.	
	92 Peri Eri.	
	147 Aridarimangalam.	
	91 Unnamalaipalayam.	

Name of developmet block. (1)	Area forming the development block. (2)	Name of Panchayat union. (3)
1 Pudupalayam—*cont.*	84 Veeranandal. 94 Kottaklam. 95 Melmudiaour. 93 Mithanur. 101 Eraiyur. 96 Thorapadi. 97 Narasinganallur. 154 Melnaehipattu. 153 Sendemangalam. 100 Vasudevambathur. 144 Annandal. 143 Melpunjai. 161 Nathavadi. 160 Vedamathur. 169 Gulalpadi.	Pudupalayam—*cont.*

Notification II.

In exercise of the powers conferred by sub-section (4) of section 7 of the Madras Panchayats Act, 1958 (Madras Act XXXV of 1958), the Governor of Madras hereby makes the following modification to the Rural Development and Local Administration Department Notification II-2 No. 642 of 1961, dated the 8th September 1961, published at page 399 of the *Fort St. George Gazette*, dated the 13th September 1961, in so far as it relates to the area forming the Chengam development block in the South Vellore Devlopment district. hTe modification hereby made shall come into force on the 2nd October 1961.

MODIFICATION.

In the said notification for the table thereunder, the following table shall be substituted, namely :—

THE TABLE.

South Vellore Development District.

Name of development block (1)	Area forming the development block. (2)	Name of Panchayat union. (3)
	Numbers and names of revenue villages in Chengam revenue firka in Chengam revenue taluk of Tiruvannamalai revenue division—	
Chengam	1 Bandirevoo 2 Urgoundanur 3 Kilaiyur 4 Kallathur, 5 Kuppanatham. 6 Paramanandal, 7 Pudupattu. 8 Quilam 9 Alaputhur. 80 Anwarabad 11 Chengam. 10 Thokkavadi.	*Chengam.*

THE TABLE.

South Vellore Development District—cont.

Name of development block.	*Area forming the development block.*	*Name of Panchayat union.*
(1)	(2)	(3)
Chengam—*cont.* ..	12 Valayambat.	Chengam—*cont.*
	13 Theethandapat.	
	15 Kayambat.	
	14 Chennasamudram.	
	16 Pakkiripalayam.	
	21 Andanur	
	19 Melchengam.	
	18 Anandavadi.	
	17 Arasankanni.	
	20 Melpallipat.	
	23 Vedankuppam.	
	24 Melvanakkambadi.	
	25 Andipatti.	
	39 Mannandipatti.	
	28 Karimalapadi	
	38 Thambunaickenpatti.	
	27 Naradapattu.	
	29 Melravandavadi.	
	26 Kattamaduvu	
	22 Melpuliliyur.	
	76 Perumbattam.	
	3 Manickkal.	
	36 Puliyambattu.	
	87 Karungalipadipatti.	
	33 Elangunni.,	
	31 Neopathurai.	
	30 Kalladavi	
	32 Vellalampatti.	
	34 Kurumbabatti.	
	II. Numbers and names of revenue villages in Eraiyur revenue firka in Chengam revenue taluk of Tiruvannamalai revenue division—	
	157 Sc. Agaram.	
	158 Aswanagasuranai.	
	159 Periyakolapadi.	
	156 Chinnakolapadi,	
	170 Paliyappattu.	
	40 Porasapattu,	
	41 Arattavadi.	
	42 Thazaiyoothu.	
	75 Ariyakunjur.	
	71 Pinjoour.	
	74 Kariamangalam.	
	77 Tnukkapattai.	
	78 Manmalai.	
	79 Sc. Naccipattu.	
	104 Melpennathur.	
	73 Sc. Sorepanandal.	
	103 Ucnimalaikuppam.	
	141 Pachal.	
	142 Nallur.	
	102 Vinnanur.	
	140 Beemanandal.	
	55 Kannakurukkai	
	136 Perumbakkam.	

PANCHAYAT UNIONS—CONSTITUTION—WEST THANJAVUR DEVELOPMENT DISTRICT—PAPANASAM AND AMMAPET DEVELOPMENT BLOCKS—REDELIMITATION OF BLOCKS—NOTIFICATION ISSUED UNDER SECTIN 7 (3) OF MADRAS PANCHAYATS ACT, 1958—MODIFIED.

In G.O. No. 813, Rural Development, dated 1st October 1960 the Papanasam and Ammapet blocks have been redelimited into three blocks. The village in Milatture revenue firka have been excluded from the Papanasam block and included in the Ammapet block. The villages in Avoor and Alangudi revenue firkas have been excluded from the Ammapet block and constituted into a New block, viz., Valangiman block. It has, therefore become necessary to modify the jurisdiction of the Papanasam and Ammapet panchayat unions.

2. The panchayats and panchayat union councils which will be affected by such modification and the District Development Council concerned were consulted as required under section 7 (5) of the Madras Panchayats Act, 1958. All the panchayats in the Avoor and Alangudi revenue firkas the Ammapet panchayat union council and the West Thanjavur District Development Concil have agreed to the proposal. Out of 21 panchayats comprised in the Melattur revenue firka, three are agreeable to the exclusion of the firka from the Papanasam block and inclusion in the Ammapet block; two panchayats have suggested the formation of a new, block consisting of Melattur and Avoor firkas; and the remaining 16 panchayats have opposed to the proposal. The Papanasam panchayat union council is also not agreeable to the proposal. As the changes in the juridiction of the blocks have been made only because of the immediately jurisdiction of the block and the then District Planning Board has accepted the proposal the objections raised by certain panchayats and the Papanasam panchayat union council are over ruled.

3. The appended notifications will be published in the *Fort St. George Gazette.*

NOTIFICATION I.

In exercise of the powers conferred by sub-section (4) of section 7 of the Madras Panchayats Act, 1958 (Madras Act XXXV of 1958), the Governor of Madras hereby makes the following modification to the Rural Development and Local Administration Department (Local Administration) Notification S.R.O. No. B-501 of 1960, dated the 12th April 1960, published at pages 38 to 40 of the *Fort St. George Gazette* Extraordinary, dated the 13th April 1960, in so far as it relates to the area forming the Papanasam development block in the West Thanjavur Development District.

The modification hereby made shall come into force on the 2nd October 1961.

MODIFICATION.

In the table below the said notification, under the heading "West Thanjavur Development District," in item 3 relating to Papanasam development block, for the entries in column (3), the following entries shall be substituted, namely :—

I *Numbers and names of revenue villages in Papanasam revenue firka in Papanasam revenue taluk of Kumbakonam revenue division—*

15 Adanur.
18 Alavanthipuram.
100 Arayapuram.
23 Gopurajapuram.
7 Govindanattucheri.
2 Illuppasorai.
21 Kabistalam.
14 Maruthuvakkudi.
13 Olaipadi.
6 Pandaravadai.
22 Papanasam.
(a) Arayapuram Thattimalpadugai.

I *Numbers and names of revenue villages in Papanasam revenue firka in Papanasam revenue taluk of Kumbakonam revenue division.*

106 Pasupathikoil.
(a) Mauojiappanchavadi.
3 Perumalkoil.
101 Rajagiri.
20 Ramanujam.
5 Regunathapuram.
11 Sarabojirajapuram.
8 Sarukkai.
(a) Karuppurpadugai.
(b) Sarukkai Padugai.
(c) Uthamanur Padugai.
10 Sathiamangalam.
107 Soolamangalam Ist Sethi.
105 Solamangalam IInd Sethi.
(a) Ayyampettai.
11 Thirumandangudi.
12 Thiruvaigavoor.
17 Thiagasamudram.
(a) Narasingapuram.
16 Thurumbur.
9 Umbalapadi.
1 Veeramangudi.

WHOLE INAM VILLAGES.

1 Chakkrapalli.
2 Eachangudi.
3 Ganapathiagraharam.
(a) Mukasa Manalur.
4 Konthagai.
5 Koonanjeri.
6 Melakabisthalam.
7 Nadupadugai Melpathi.
(a) Nadupadugai Keelapathi.

WHOLE INAM VILLAGE—*cont.*

I Number and names of reveune villages in Papanasam revenue firka in Papanasam revenue taluk of Kumbakonam revenue division—cont.

8 Someswarapuram.
9 Thiruppalathurai.
10 Ullikadai.
(a) Aduthurai.
(b) Vichidraarajapuram.
11 Umayalpuram.
(a) Umayalpuram Thattimal Padugai.
12 Valuthur.

NOTIFICATION II.

In exercise of the powers conferred by sub-section (4) of section 7 of the Madras Panchayats Act, 1958 (Madras Act XXXV of 1958), the Governor of Madras hereby makes the following modification to the Rural Development and Local Administration Department (Local Administration) Notification II-2 No. 310 of 1960, dated the 2nd October 1960, published at pages 68-77 of Part II—Section 2 of the *Fort St. George Gazette* Extraordinary, dated the 2nd October 1960, in so far as it relates to the area forming the Ammapet Development Block in West Thanjavur Development district.

The modification hereby made shall come into force on the 2nd October 1961.

MODIFICATION.

In the said notification, under the heading " West Thanjavur Development district ", for item 2 and the entries relating thereto the following items and entries shall be substituted, namely :—

	I Numbers and names of revenue villages in Saliamangalam (Milattur) revenue firka in Pavanasam revenue taluk of Kumbakonam revenue division,	
2 Ammapet.	36 Thirukarugavur. 88 Vilidiyur. 89 Edaiyiruppu. 90 Milattur III Sethi. 92 Millatur II Sethi. 93 Milatur I Sethi. 129 Milattur IV Sethi. 91 Kattukurichi. 94 Ombathuveli. 95 Seraikayur. 96 Agaramangudi. 97 Ponmenjanallur. 98 Melasemmangudi. 99 Thiruvaiyathukudi. 102 Devarayampettai. Inam Puliamangalam. 103 Vadakkumangudi.	Ammapet.

I. Numbers and names revenue villages in Saliamangalam (Milattur) revenne firka in Papanasam reveuue taluk of Kumbakonam revenue division. —cont.

2 Ammapet—*cont.* | Ammapet—*cont.*

104 Serumakkanallur.
108 Porakudi.
109 Vayyacheri.
110 Perumakkanallur.
111 Vembagudi.
112 Kavalur.
113 Annappanpettai.
114 Meidalur.
115 Udaramangalam.
Udaramangalam Thottam.
116 Edakudi.
117 Kothangudi.
Inam Vennugudi Thottam.
118 Melakalakudi.
Inam Athur Thottam.
130 Milattur V Sethi.
131 Kalanjeri.

II *Numbers and names of revenue villages in Saliamangalam revenue firka in Papanasam revenue taluk of Kumbakonam revenue division*—

19 Thirupuvanam.
43 Kambayanatham.
Inam Sooliakottai.
81 Ukkadai.
Inam Karamudukku Thattimalpadugai.
82 Neduvasal.
Ammapet.
119 Nellithope.
120 Pulavanatham.
Inam Bhavanjambalpuram.
120 Alangudi.
Inam Arumalpet.
122 Raramudrakottai,
Inam Kathirinatham.
Inam Dalavapalayam.
Inam Pugalkulichapattu.
123 Jambugapuram.
124 Nallavanniankadu.
125 Kumilakudi.
126 Poondi.
127 Saliamangalam.
128 Edavakudi.
Inam Kandavanam.
132 Palliyur.
133 Neikunnam.
134 Keelakoilpathu.
135 Vadapathi.
136 Puthur.
137 Puliakudi.
139 Arundavapuram.
Inam Deepambalpuram.
Inam Jambugambalpuram.
Inam Mahimalai.

I Numbers and names of revenue villages in Alangudi revenue firka in Papanasam revenue taluk of Kumbakonam revenue division.

A. Valangiman ..	47 Adichamangalam.	Valangiman.
	73 Alangudi.	
	67 Aravathur.	
	68 Aravoor.	
	Inam Payathancheri.	
	76 Haridwaramangalam.	
	60 Kandiyur.	
	77 Kethanur.	
	59 Keelavidayal.	
	69 Kottaiyur.	
	66 Manickamangalam.	
	61 Mathur.	
	58 Melavidayal.	
	70 Naranthangudi.	
	80 Nemmelikudi.	
	Inam Nemmelikuds padugai,	
	53 Padagacheri.	
	71 Papakudi.	
	75 Perungudi.	
	78 Poonthottam,	
	72 Pulavanatham.	
	52 Puliakudy.	
	63 Poongyiruppu.	
	62 Rajendranallur.	
	65 Regunathapuram.	
	64 Saranatham.	
	56 Semmennudi.	
	57 Sithanvalur,	
	79 Thenkuvalaveli.	
	Inam Erumaipadugai.	
	74 Thiruvonamangalam.	
	Inam Amaravathi.	
	55 Tholuvur.	
	46 Valangaiman.	
	54 Virupakshipuram.	

II Numbers and names of revenue villages in Avoor revenue firka in Papanasam revenue taluk of Kumbakonam revenue division—

25 Annikudy.
84 Avalivanallur.
30 Avoor.
45 Chandrasekhurapuram.
29 Govindakudy,
Inam Singarampalayam.
Inam Vaniankarambai.
Inam Killiyur.
39 Kalathur.
85 Killiyur.
34 Madhanam.
35 Maligaithidal.
87 Manakkal.
Inam Sadayangal.
33 Manalur.
51 Maruvathur.
31 Moolalvancheri.
Inam Avichavadi.

	II Numbers and names of revenue villages in Alangudi revenue firka in Papanasam revenue taluk of Kumbakonam revenue division—cont.	
2 A. Valangiman—*cont.*	86 Muniyur.	Valanginam—*cont.*
	42 Nallambur.	
	27 Nallur.	
	44 Regunathapuram.	
	83 Regunathapuram.	
	28 Renganathapuram.	
	26 Salabogam.	
	49 Therkupattam.	
	24 Uthamathanapuram.	
	41 Uthukkadu.	
	48 Vadakkupattam.	
	37 Velangudi.	
	40 Veeranam.	
	32 Velur.	
	Inam Eri.	
	50 Vilvthur.	
	38 Veeramangalam.	

(G.O. Ms. No. 2517, R.D. and L.A., dated 18th September 1961.)

PANCHAYAT UNIONS—CONSTITUTION—SOUTH MADURAI DEVELOPMENT DISTRICT—MELUR II AND NATHAM PANCHAYAT UNIONS—NOTIFICATION ISSUED UNDER SECTION 7 (3) OF THE MADRAS PANCHAYATS ACT, 1958—AMENDED.

According to the delimitation orders issued in G.O. Ms. No. 1015, R.D., dated 1st December 1960, five villages of Melur firka and eight villages of Vellalapatti firka will be added to the Melur II block (since renamed as Melur South) from Melur I block; and the villages comprised in the Kottampatti firka will be excluded from the Natham block and included in the Melur I block. The Melur II and Natham blocks have already been declared as panchayat unions under section 7 (3) of the Madras Panchayats Act, 1958. As the jurisdiction of a development block and a panchayat union should be coterminus, it has become necessary to modify the jurisdiction of the Melur II and Natham panchayat unions.

2. The South Madurai District Development Council and the panchayats concerned were consulted as required by section 7 (5) of the said Act. The South Madurai District Development Council has accepted the proposal. Out of the 15 panchayats comprised in the Kottampatti firka 10 panchayats are in favour of the proposal. Four panchayats are against the proposal; but have not adduced any reason therefor; The Kannarampatti panchayat has stated tat Melur is far away; but it is not acceptabl e as it is proposed.

to locate the headquarters of Melur I panchayat union in Kottaampatti which is nearer to the village than Natham. The objectiins are, therefore, overruled.

3. The appended notification will be published in the *Fort St. George Gazette*.

NOTIFICATION

In exercise of the powers conferred by sub-section (4) of section 7 of the Madras Panchayats Act, 1958 (Madras Act XXXV of 1958), the Governor of Madras hereby makes the following modifications to the Rural Development and Local Administration Department (Local Administration) Notification S.R.O. II-2 No. 303 of 1960, dated the 2nd October 1960, published at pages 37 to 41 of Part II—Section 2 of the *Fort St. George Gazette* Extraordinary, dated the 2nd October 1960, in so far as they relate to the areas forming the Melur II and Natham development blocks in South Madurai Development District.

The modifications hereby made shall come into force on the 2nd October 1961.

MODIFICATIONS.

In the table below the said notification, under the heading " South Madurai Development District ",—

(i) in item 4 relating to Melur II development block, for the entries in column (3), the following entries shall be substituted namely :—

I. Numbers and names of revenue villages in Vellalapatti revenue firka in Melur revenue taluk of Madurai revenu division—

44 A. Vellalapatti.
68 Arittapatti.
67 Kallampatti.
43 Kidaripatti.
42 Ayudhapatti.
40 A. Valayapatti
Pulipatti.
69 Kalikulam.
70 Sadurmadangan.
71 Uduppakulam.
72 Narasingampatti.

II. Numbers and names of revenue villages in Thiruvadhur revenue firka in Melur revenue taluk of Madurai revenue division—

73 Marudur.
74 Therkuthoru.
75 Mukkampatti.
76 Thiruvadhur.
77 T. Vellalapatti.
78 Manickampatti.

II. Numbers and names of revenue villages in Thiruvadhur revenue firka in Melur, revenue taluk of Madurai revenue division—cont.

79 Pathinettangudi.
80 Kottagudi.
81 Panangadi.
88 Nalukulam.
89 Koilpatti.
90 Poonjuthi.
91 Keeranur.
92 Thuvarangulam.
101 Arasappanpatti.
102 Perungalakudi Bit I.
Perungalakudi Bit II.
103 Valayankulam.
104 Unukalpuliankulam.
105 Kilavikulam.
106 Amoor.
108 Sorukulipatti.
109 Veppadappu.

III. Numbers and names of revenue villages in Vellalore revenue firka in Melur revenue taluk of Madurai revenue division.

55 Kongampatti.
56 Malampatti.
57 Keelavalavoo.
59 Keelaiyur.
60 Thaniamangalam.
61 Sathamangalam.
82 Vannanparaipatti.
85 Kuruchipatti.
86 Ambalakaranpatti.
94 Saruguvalayapatti.
83 Vellalore.
84 Urangampatti.

IV. Numbers and names of revenue villages in Melur revenue firka in Melur taluk of Madurai revenue division.

110 Attukulam.
66 Soorakundu;
80 Melur.
31 Pudusukkampatti.
93 Karuthapuliampatti.
62 Navinipatti.

II. In item 5 relating to Nathan Development block, for the entries in column (3), the followiug entries shall be substituted, namely—

I. Numbers and names of revenue villages in Natham North revenue firka in Melur revenue taluk of Madurai revenue division—

3 Sirangattupatti.
4 Kudaigipatti.
5 Seithur.
6 Nadumandalam.
27 Panniyamalai.
28 Avichchipatty.
7 Kottaiyur.
2 Sendurai.
1 Pillaiyarnatham.
8 Sirugudi.
24 Budagudi.
26 Samudrapatti.

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II. Numbers and names of revenue villages in Natham South revenue firka in Melur revenue taluk of Madurai revenue division—

34 Mulaiyur.
32 Velampatti.
30 Natham.
41 Pudur.
39 Chellappanayakkanpatti.
38 Idaiyapatti.
35 Sattambadi.
36 Lingavadi.
33 Punnappatti.
29 Uralipatti.
37 Reddiapatti.
96 Inampappapatti.
95 Inam Pannuvarpatti.
94 Inam Palappanayakkampatti.

PANCHAYAT UNIONS—CONSTITUTION OF PANCHAYAT UNION COUNCILS—EAST AND WEST THANJAVUR DEVELOPMENT DISTRICTS—NOTIFICATION UNDER SECTION 11 OF THE MADRAS PANCHAYATS ACT, 1958—MODIFIED.

Consequent on the issue of delimitation orders in G.O. Ms. No. 813, R.D., dated 1st October 1960, the Tiruthuraipundi block has been bifurcated into Tiruthuraipundi and Talanayar blocks and Papanasam and Ammapet blocks have been declined into Papanasam, Ammapet and Valangiman blocks.

2. Panchayat union councils have already been constituted for the Tiruthuraipundi and Papanasam panchayat unions form the 2nd October 1960 and for the Ammapet panchayat union from the 13th April 1961. A notification under section 7 (4) of the Madras Panchayats Act, 1958, modifying the notification issued under section 7 (3) of the said Act in respect of Tiruthuraipundi, Papanasam and Ammapet panchayat unions and specifying the jurisdiction of the Talanayar and Valangiman panchayat unions also have been issued in G.O. Ms. Nos. 2516, and 2517, R.D.L.A., dated 18th September 1961.

The appended notification will be published in the *Fort St. George Gazette.*

(GO. Ms. No. 2588, Rural Development and Local Administration 25th September 1961.)

APPENDIX.

Notification I.

Under sub-section (1) of section 11 of the Madras Panchayats Act, 1958 (Madras Act XXXV of 1958), the Governor of Madras hereby specifies the 2nd October 1961, as the date with effect

from which a panchayat union council shall be constituted for Talanayar panchayat union formed from out of the local area originally comprising the Tiruthuraipundi panchayat union in the Rural Development and Local Administration Department Notification II-2 No. 657 of 1961, dated the 18th September 1961 published at pages 1 and 2 of Part II-Section 2 of the *Fort St. George Gazette Extraordinary*, dated the 23rd September 1961.

Notification II.

Under sub-section (1) of section 11 of the Madras Panchayats Act, 1958 (Madras Act XXXV of 1958), the Governor of Madras hereby specifies the 2nd October 1961, as the date with effect from which a panchayat union council shall be constituted for Valangiman panchayat union formed from out of the local areas originally comprising the Papanasam and Ammapet panchayat unions in the Rural Deelopment and Local Administration Department Notifications II-2 Nos. 658 and 659 of 1961, dated the 18th September 1961 published at pages 2-5 of Part II-Section 2 of the *Fort St. George Gazette* Extraordinary, dated the 23rd September 1961.

PANCHAYAT UNIONS—CONSTITUTION—TIRUTHURAIPUNDI, PAPANASAM AND AMMAPET PANCHAYAT UNIONS—NOTIFICATION UNDER SECTION 7 (3) OF MADRAS PANCHAYATS ACT, 1958—MODIFICATION —CONSEQUENTIAL ORDERS—ISSUED.

Consequent on the issue of delimitation orders in G.O. Ms. No. 813, R.D., dated 1st October 1960, major changes have occurred in the territorial jurisdiction of Tiruthuraipundi, Papanasam and Ammapet blocks. The Tiruthuraipundi block has been bifurcated into Tiruthuraipundi and Talanayar blocks and Papanasam and Ammapet blocks have been delimited into Papanasam, Ammapet and Valangiman blocks.

2. Panchayat union councils have been constituted for the Tiruthuraipundi and Papanasam panchayat development blocks from the 2nd October 1960 and for the Ammapet panchayat development block from the 13th April 1961. Orders modifying the jurisdiction of the Tiruthuraipundi panchayat union have been issued in G.O. Ms. No. 2516, R.D.L.A., dated 18th September 1961. The jurisdiction of Papanasam and Ammapet panchayat unions have also been midified in G.O. Ms. No. 2517, R.D.L.A., dated 18th September 1961.

3. Under section 13 (iii), (iv) and (v) of the Madras Panchayats Act, 1958, with effect on and from the date specified in the notification constituting a panchayat union council under the said

Act in respect of a panchayat union, certain properties, such as, elementary schools maintained by any panchayat or district board immediately before the said date in the panchayat development block, together with their assets and liabilities appertaining to such schools, district roads, district choultries, district dispensaries and district markets, etc., shall stand transferred to and vested in the panchayat union council. With effect from the 2nd October 1961, the Tiruthuraipundi panchayat union council shall cease to exercise jurisdiction over the areas forming the Talanayar panchayat development block and so the Ammapet panchayat union council or the Papanasam panchayat union council, as the case may be, in respect of the areas forming the Valangiman panchayat development block.

4. The following order is accordingly issued by the Government which shall take into effect from 2nd October 1961.

Order.

5. Under sub-section (6) of section 7 of the Madras Panchayats Act, 1958 (Madras Act XXXV of 1958), the Governor of Madras hereby directs—

(1) (*a*) that all elementary schools (with the assets and liabilities appertaining thereto), every road, choultry dispensary and market vested in the Tiruthuraipundi panchayat union council and all other properties and all rights and all interests owned by or vested in or held in trust by or for the said panchayat union council as well as all liabilities legally subsisting shall, in so far as they are situated in, or relatable to, the area which is declared to be the Talanayar panchayat development block, be vested in the Talanayar Panchayat union council ; and

(*b*) that any tax, fee or other sum due to the Tiruthuraipundi panchayat union council shall, in so far as they relate to the area forming the Talanayar panchayat development block, be payable to the Talanyar panchayat union councils; and appeals, petitions or other applications with reference to any such tax, fee or sum which are pending on 2nd October 1961 shall be disposed of by the Talanayar panchayat union council.

(ii) (*a*) that all elementary schools (with the assets and liabilities appertaining thereto), every road, choultry, dispensary and market vested in the Papanasam panchayat union or Ammapet panchayat union, as the case may be, and all other properties and all rights and all interests owned by or vested in, or held in trust by or for the said panchayat union councils as well as all liabilities legally subsisting shall, in so far as they are situated in, or relatable to, the area which is declared to be the Valangiman Panchayat development block, be vested in the Valangiman panchayat union council; and

(b) that any tax, fee or other sum due to the Papanasam panchayat union council or Ammapet panchayat union council, as the case may be, shall, in so far as they relate to the area forming the Valangiman panchayat development block, be payable to the Valangiman panchayat union council and appeals, petitions or other applications with reference to any such tax, fee or sum which are pending on 2nd October 1961 shall be disposed of by the Valangiman panchayat union council.

(G.O. Ms. No. 2589, Rural Development and Local Administration, 25th September 1961.)

PANCHAYAT UNIONS—CONSTITUTION—PAPPAKUDI— AND AMBASAMUDRAM PANCHAYAT UNIONS— NOTIFICATION ISSUED UNDER SECTION 7 (3) OF THE MADRAS PANCHAYATS ACT, 1958—MODIFICATION—CONSEQUENTIAL ORDERS—ISSUED.

The Ambasamudram panchayat in Ambasamudram panchayat union consists of Keela Ambasamudram, Zamin Urkad, Koilkulam and Mela Ambasamudram villages. The first two villages have been included in the Pappakudi panchayat union. The Koilkulam village has since been merged with Keela Ambasamudram and Urkad villages has the jurisdiction of the Ambasamudram panchayat extends to more than one panchayat union, it was found necessary to exclude the Keela Ambasamudram and Zamin Urkad villages from Pappakudi panchayat union and include the entire Ambasamudram panchayat in the Ambasamudram panchayat union. A panchayat union council has already been constituted for the Pappakudi panchayat union and a panchayat union council will be constituted for the Ambasamudram panchayat union from 2nd October 1961. The jurisdiction of the Pappakudi and Ambasamudram panchayat unions have accordingly been modified in the G. O. Ms. No. 2549, Rural Development and Local Administration, dated 22nd November 1961.

2. Under section 13 (iii), (iv) and (v) of the Madras Panchayats Act, 1958, with effect on and from the date specified in the notification constituting a panchayat union council under the said Act in respect of a panchayat union, certain properties such as, elementary schools maintained by any panchayat or district board immediately before the said date, in the panchayat development block, together with their assets and liabilities appertaining to such schools, district roads, district dispensaries, district choultries, district markets, etc., shall stand transferred to and vested in the panchayat union council with effect from the 2nd October 1961, the Pappakudi panchayat union council shall cease to exercise jurisdiction over the area transferred to the Ambasamudram panchayat union.

3. The following order is accordingly issued by the Government which shall take into effect from 2nd October 1961 :—

ORDER.

4. Under sub-section (6) of section 7 of the Madras Panchayats Act, 1958 (Madras Act XXXV of 1958), the Governor of Madras hereby directs—

(*a*) that all elementary schools (with the assets and liabilities appertaining thereto), every road, choultry, dispensary and market vested in the Pappakudi panchayat union council and all other properties and all rights and all interests owed by or vested in or held in trust by or for the said panchayat union council as well as all liabilities legally subsisting shall, in so far as they are situated in, or relatable to, 43, Kila Ambasamudram and Zamin Urkadu cusba which are included in Ambasamudram panchayat development block, be vested in the Ambsamudram panchayat union council; and

(*b*) that any tax, fee or other sum due to the Pappakudi panchayat union ciuncil shall in so far as they relate to 43, Kila Ambasamudram and Zamin Urkadu cusba included in the Ambasamudram panchayat development block, be payable to Ambasamudram panchayat union council; and appeals, petitions or other applications with reference to any such tax, fee or sum which are pending on 2nd October 1961 shall be disposed of by the Ambasamudram panchayat union council.

(G.O. Ms. No. 2610, Rural Development and Local Administration, dated 26th September 1961.)

ACT—MADRAS PANCHAYATS ACT, 1958—CO-OPTED WOMEN AND SCHEDULED CASTE MEMBER—ELIGIBILITY TO CONTEST FOR ELECTION OF PRESIDENT OR CHAIRMAN.

The points raised in the letter of the Collector of Ramanathapuram are answered below :—

Point (1).—*Whether a woman member of the panchayat co-opted under section* 15 (4) *of the Madras Panchayats Act*, 1958, *can contest in an election that may be held to fill up a casual vacancy in the office president of a panchayat.*—A co-opted woman member has all the rights as if she were an elected member. There is therefore no objection to a co-opted woman member contesting in the election held to fill up a casual vacancy in the office of president of a panchayat.

Point (2).—*Whether a woman member or a member of a Scheduled Caste co-opted under section* 12 (1) *of the Madras Panchayats Act*, 1958, *as a member to the Panchayat Union Council can contest in an election that may be held to fill up a casual vacancy in the office of the Chairman of the Panchayat Union Council.*—The attention of the Collector of Ramanathapuram is

invited to the answer to point (1) in Memorandum No. 203684/L2/60-2, dated 24th March 1961. As co-opted members have all the privileges and rights of elected members there is no objection to the co-opted women and Scheduled Caste members contesting in an election to fill up a causal vacancy in the office of Chairman of the Panchayat Union Council.

(Memorandum No. 1841 89/C-2/61-1, dated 23rd November 1961.)

RULES—MADRAS PANCHAYATS ACT, 1958—RULES RELATING TO MOVING OF RESOLUTION AT MEETINGS OF PANCHAYAT UNION COUNCILS—ERRATUM—ISSUED.

DRAFT ERRATUM.

In the rules relating to Moving of Resolutions at meetings of Panchayat Union Councils, published with the Rural Development and Local Administration Department Notification S.R.O. No. A-385 of 1960, dated the 8th October 1960, at pages 10 and 11 of the Supplement to Part V of the *Fort St. George Gazette*, dated the 12th October 1960 in sub-rule (2) of rule 5 of the said rules, *for* the word " willing " *read* " unwilling ".

(Memorandum No. 218295-A/61-L. Spl.-2, dated 27th November 1961.)

RULES—MADRAS PANCHAYATS ACT, 1958—RULES RELATING TO PANCHAYAT UNION COUNCILS—AMENDMENTS—CONFIRMED.

The draft of certain amendments to the rules relating to Panchayat Union Councils issued with G.O. Ms. No. 1677, L.A., dated 8th October 1960, was published in Part V of the *Fort St. George Gazette*, dated the 30th August 1961, for general information and criticism. No objections or suggestions having been received, the amendments are hereby confirmed.

2. The appended notification will be published in the *Fort St. George Gazette*.

NOTIFICATION I.

In exercise of the powers conferred by section 50 and subsection (1) of section 178 of the Madras Panchayats Act, 1958 (Madras Act XXXV of 1958), the Governor of Madras hereby makes the following amendment to the rule for the production of documents by Commissioner, published with Rural Development and Local Administration Department Notification S.R.O. No. A-385 of 1960, dated the 8th October 1960, at page 14 of the Supplement to Part V of the *Fort St. George Gazette*, dated the 12th October 1960, the same having been previously published, as required by sub-section (2) of section 179 of the said Act.

AMENDMENT.

In the said rule, for the word "Inspector", wherever it occurs, the words ,' Additional Development Commissioner " shall be substituted.

NOTIFICATION II.

In exercise of the powers conferred by sub-section (1) of section 58 and section 61 of the Madras Panchayats Act, 1958 (Madras Act XXXV of 1958), the Governor of Madras hereby makes the following amendment to the rules regarding personal conduct of officers and servants of panchayat union councils, published with Rural Development and Local Administration Department Notification S.R.O. No. A-385 of 1960, dated the 8th October 1960, at pages 18 to 25 of the Supplement to Part V of the *Fort St. George Gezette*, dated the 12th October 1960, the same having been previously published, as required by sub-section (2) of section 179 of the said Act.

AMENDMENT.

In rules 6 and 11 of the said rules, for the words "Inspector", wherever it occurs, the word "Collector" shall be substituted.

NOTIFICATION III.

In exercise of the powers conferred by section 59 of the Madras Panchayats Act, 1958 (Madras Act XXXV of 1958), the Governor of Madras hereby makes the following amendment to the rules for the appointment of Common Officer or servant for two or more panchayat union councils, published with Rural Development and Local Administration Department Notification S.R.O. No. A-385 of 1960, dated the 8th October 1960, at page 25 of the Supplement to Part V of the *Fort S. George Gazette*, dated the 12th October 1960, the same having been previously published, as required by. sub-section (2) of section 179 of the said Act.

AMENDMENT.

In the said rules, for the word "Inspector", wherever it occurs, the words "Additional Development Commissioner" shall be substituted.

NOTIFICATION IV.

In exercise of the powers conferred by sub-section (1) of section 58 and sub-section (1) of section 178 of the Madras Panchayats Act, 1958 (Madras Act XXXV of 1958), the Governor of Madras hereby makes the following amendment to the rule regarding grant of holidays by Panchayat Union Councils to institutions under their control, published with Rural Development and Local Administration Department Notification S.R.O. No. A-385 of 1960, dated the 8th October 1960, at page 26 of the Supplement to Part V of the *Fort St. George Gazette*, dated the 12th October 1960, the same having been previously published as required by sub-section (2) of section 179 of the said Act.

AMENDMENT.

In the second proviso to the said rule, for the word "Inspector", the word "Collector" shall be substituted.

NOTIFICATION V

In exercise of the powers conferred by clause (i) of sub-section (2) of section 111 of the Madras Panchayats Act, 1958 (Madras Act, XXXV of 1958), the Governor of Madras hereby makes the following amendment to the rule specifying the prescribed authority for purpose of clauses (i) and (ii) of sub-section (2) of section 111, published with Rural Development and Local Administration Department Notification S.R.O. A-385 of 1960, dated the 8th October 1960, at page 28 of the Supplement to Part V of the *Fort St. George Gazette*, dated 12th October 1960, the same having been previously published, as required by sub-section (2) of section 179 of the said Act.

AMENDMENT.

In the said rule—

(i) in the preamble and heading for the expression "clauses (i) and (ii) of sub-section (2) of section 111", the expression "clause (i) of sub-section (2) of section 111" shall be substituted;

(ii) *for* the word "Inspector," the word "Collector" shall be substituted.

NOTIFICATION VI.

In exercise of the powers conferred by section 148 of the Madras Panchayats Act, 1958 (Madras Act XXXV of 1958), the Governor of Madras hereby makes the following amendment to the rule regarding control of emergency powers of Inspector and Collector, published with Rural Development and Local Administration Department Notification S.R.O. No. A-385 of 1960 ,dated the 8th October 1960, at page 36 of the Supplement to Part V of the *Fort St. George Gazette*, dated the 12th Otcober 1960, the same having been previously published, as required by sub-section (2) of section 179 of the said Act.

AMENDMENT.

In the said rule, in item (ii), for the word "Inspector", the words "Additional Development Commissioner" shall be substituted.

NOTIFICATION VII.

In exercise of the powers conferred by sub-sections (1) and (3) of section 180 of the Madras Panchayats Act, 1958 (Madras Act XXXV of 1958), the Governor of Madras hereby makes the following amendment to the rules regarding framing of by-laws by Panchayat Union Councils, published with Rural Development and

Local Administration Department Notification S.R.O. No. A. 385 of 1960, dated the 8th October 1960, at page 38 of the Supplement to Part V of the *Fort St. George Gazette*, dated the 12th October 1960, the same having been previously published, as required by sub-secion (2) of section 179 of the said Act.

AMENDMENT.

In rule 2 of the said rules, for the words " Regional Inspector concerned ", the word " Inspector " shall be substituted.

NOTIFICATION VIII.

In exercise of the powers conferred by clause (xlii) of sub section (2) of section 178 of the Madras Panchayats Act, 1958 (Madras Act XXXV of 1958), the Governor of Madras hereby makes the following amendment to the rules regarding classification of Public Roads, Fairs and Festivals published with Rural Development and Local Administration Department Notification S.R.O. No. A-385 of 1960, dated the 8th October 1960, at page 38 of the Supplement to Part V of the *Fort St, George Gazette*, dated the 12th October 1960, the same having been previously published, as required by sub-section (2) of section 179 of the said Act.

AMENDMENT.

In rules 1 and 3 of the said rules, for the word " Inspector " the words " Additional Development Commissioner " shall be substituted.

NOTIFICATION IX.

In exercise of the powers conferred by clause (xix) of sub-section (2) of section 178 of the Madras Panchayats Act, 1958 (Madras Act XXXV of 1958), the Governor of Madras hereby makes the following amendment to the rules regarding supply to Panchayat Union Councils of Materials, Goods, etc., published with Rural Development and Local Administration Department Notification S.R.O. No. A-385 of 1960, dated the 8th October 1960, at pages 38 and 39 of the Supplement to Part V of the *Fort St. George Gazette*, dated the 12th October 1960, the same having been previously published, as required by sub-section (2) of section 179 of the said Act.

AMENDMENT.

In rule 9 of the said rules, for the words " Regional Inspector ", the words " Revenue Divisional Officer " shall be substituted.

(G.O. Ms. No. 3162, Rural Development and Local Administration, dated 28th November 1961.)

DELEGATION—MADRAS PANCHAYATS ACT, 1958—ADDITIONAL DEVELOPMENT COMMISSIONER AND COLLECTOR—APPOINTED TO EXERCISE THE POWERS OF INSPECTOR UNDER SECTION 157 (2) AND (3).

The appended notification will be published in the *Fort St. George Gazette.*

2. The Proceedings of the Additional Development Commissioner, Madras, No. 66773/C-2/61-4, dated 30th August 1961 are hereby cancelled.

NOTIFICATION.

Under clause (15) of section 2 of the Madras Panchayats Act, 1958 (Madras Act XXXV of 1958), the Governor of Madras hereby appoints the Additional Development Commissioner, Madras and the Collector to exercise the powers of the Inspector under sub-section (2) of section 157 of the said Act in respect of all Panchayat Union Councils within their respective jurisdiction, and under sub-section (3) of section 157 of the said Act in respect of all Panchayats within their respective jurisdiction.

(G.O. Ms. No. 3202, Rural Development and Local Administration, dated 5th December 1961.)

ACT—THE MADRAS PANCHAYATS ACT, 1958—DUTY ON TRANSFERS OF PROPERTY—DEFINITION OF THE TERM 'LAND REVENUE'—INSTRUCTINS ISUED.

Section 124 (3) of the Madras Panchayats Act, 1958 provides that the amounts collected in panchayat villages in the panchayat development block as surcharge on the duty on transfers of property should be pooled every year for the entire block and distributed among all the village panchayats in the block in proportion to the land revenue of the block.

2. A question has been raised whether the term 'land revenue' occurring in Section 124 (3) of the Act would have the same meaning as in the explanation to section 115. The Government direct that the definition of the term 'and revenue' in Section 115 should be adopted also for purposes of the term as it occurs in Section 124 (3) of the Madras Panchayats Act, 1958.

(Memo. No. 245331/Spl/d/61-1 Rural Development and Local Administration Department, dated 21st December 1961.)

RULES—MADRAS PANCHAYATS ACT, 1958—TRANSFER OF IRRIGATION FUNCTIONS TO PANCHAYAT UNION COUNCILS—AMENDMENTS—CONFIRMED.

The draft of certain amendments to the rule relating to the transfer of irrgation functions to the Panchayat Union Councils was published in Part V of the *Fort St. George Gazette*, dated the 11th October 1961, for general information and criticism. No objection or suggestion having been received, the amendments are hereby confirmed.

2. The appended notification will be published in the *Fort St. George Gazatte.*

NOTIFICATION.

In exercise of the powers conferred by sub-section (1) of section 85 and sub-section (1) of section 178 of the Madras Panchayats Act, 1958 (Madras Act XXXV of 1958), the Governor of Madras hereby makes the following amendments to the rule relating to transfer of irrigation functions to panchayat union councils, published with Rural Development and Local Administration (Local Administration) Department Notification S.R.O. No. A-385 of 1960, dated the 8th October 1960, (Notification No. 24), at pages 26 and 27 of the Supplement to Part V of the *Fort St. George* Gazette, dated the 12th October 1960, as subsequently amended the same having been previously published as required by sub-section (2) of section 179 of the said Act.

AMENDMENTS.

In the said rule—

(i) in condition (3), the following shall be added at the end namely :—

" The panchayat union council shall be responsible as a body to decide on all details regarding the regulation of turns of irrigation. The actual operation of the shutters shall be the responsibility of the village headman only, subject to the general control of the panchayat union council."

(ii) Conditions (4), (5), (6), (7), (8), and (9), shall be renumbered as conditions (5), (6), (7), (8), (9) and (10) respectively and before condition (5) as so renumbered the following condition shall be inserted, namely :—

" (4) The panchayat union council shall not empower any committee appointed by it under section 53 (3) of the Madras Panchayats Act, 1958 for the efficient performence of its duties and functions under section 85 (1) of the said Act, to regulate the turns of irrigation."

(G.O. Ms. No. 3374, Rural Development and Local Administration, dated 26th December 1961.)

PANCHAYAT UNION COUNCILS—ENTRUSTMENT OF NATIONAL EXTENSION SERVICE SCHEME OF THE COMMUNITY DEVELOPMENT UNDER SECTION 66 OF THE MADRAS PANCHAYATS ACT, 1958—ENTRUSTMENT TO THIRD BATCH OF PANCHAYAT UNIONS—ORDERS ISSUED.

According to the time-schedule preribed in G.O. Ms. No. 588 RDLA, dated 2—3—1961, the entrustment of the execution of the National Extension Service Scheme of Community Development to the third batch of Panchayat Unions will take place on the 1st of January 1962. In paragraph 3 of the same G.O., it has been laid down that the Panchayat Union Couuncils should, by a resolution, accept the responsibility for mobilising the necessary resources which are expected to be raised by way of matching contributions within the financial frame-work laid down in G.O. Ms. No. 664, Rural Development Department, dated the 16th August 1960 read with G.O. Ms. No. 211, Rural Development Local Administration Department, dated 25th January 1961. Subject to the Union Councils passing this resolution, the Government direct that execution of the National Extension Service Scheme of Community Development be entrusted to the third bach of Panchayat Unions indicated in Annexuure to this order, with effect from the 1st of January 1962. They also direct that the instructions issued in G.O. Ms. No. 838, Rural Development and Local Administration Department, dated the 21st March 1961, shall apply to the third batch of Panchayat Unions mentioned in Annexure to this order.

ANNEXURE.

North Arcot district.—

1. Kandili
2. Vaniyambadi
3. Alangayam
4. Katpadi
5. Gudiyatham
6. Pernambattu
7. Madanoor
8. Anaicut
9. Vellore
10. Thimiri
11. Arkonam
12. Pudupalayam
13. Thandrampet
14. Thiruvannamalai
15. Kilpennathur
16. Kasthambadi
17. Wandiwash
18. Thellar
19. Anakkavur
20. Chengam

South Arcot district—

21. Vallam
22. Tiruvannainallur
23. Mugaiyur
24. Tirukoilur
25. Vanur
26. Mailam
27. Olakkur
28. Kandamangalam
29. Vikravandy
30. Cuddalore
31. Nellikuppam
32. Komarakshi
33. Kattumannarkoil
34. Vridhachalam
35. Kammapuram
36. Rishivandiam
37. Sankarapuram

Chinglepat district—

38. Tiruvothiyur
39. Walajabad
40. Tiruporur
41. Chithamoor
42. Lathur
43. Acharapakkam
44. Sholavaram
45. Tiruttani
46. Tiruvalangadu
47. Pallipat
48. Ramakrishnarajupet

Coimbatore district—

49. Perunduri II
50. Uthukuli
51. Nambiyur
52. Talavadi
53. Andhiyur
54. Annur
55. Karamadai
56. Perur
57. Singanallur
58. Sircarsamakulam
59. Madukkarai
60. Gudimangalam
61. Madathukulam
62. Pollachi
63. Anamalai

Madurai district—

64. Thengarai
65. Tneni
66. Chinnamanur
67. Uthamapalayam
68. Cumbum
69. Shanarpatti
70. Vadamadurai
71. Palayam
72. Thoppampatti
73. Oddanchatram
74. Melur II
75. Natham

Ramanathapuram disrict.—

76. Aruppukottai
77. Tiruchuli
78. Narikudi
79. Ilayangudi
80. Thiruppuvanam
81. Sivaganga
82. Tiruppathur
83. Sakkottai
84. Thiruppullanai

Salem district—

85. Shoolagiri
86. Kelamangalam
87. Thalli
88. Palacode
89. Nallampalli
90. Harur
91. Nangavalli
92. Omalur
93. Taramangalam
94. Kadayampatti
95. Karipatti
96. Veerapandi
97. Salam
98. Yercaud
99. Panamarathupatti
100. Rasipuram
101. Vennandur
102. Puduchatram
103. Erumaipatti
104. Namakkal
105. Mohanur
106. Kabilamalai
107. Kolli Hills
108. Pallipalayam
109. Mallasamudram
110. Elachipalayam
111. Macdonald Choultry
112. Sankarai
113. Konganapuram

Thanjavur district—

114. Thanjavur
115. Thiruvaiyaru
116. Tiruvonam
117. Madukkur
118. Peravurani
119. Arantangi
120. Tirumarugal
121. Nannilam
122. Koradacheri
123. Tiruvarur
124. Mannargudi
125. Nidamangalam
126. Talanayar
127. Valangiman

Tiruchirapalli district—

128. Karur
129. Krishnarayapuram
130. Manapparai
131. Vaiyampatti
132. Marungapuri
133. Kadavur
134. Arimalam
135. Tirumayam
136. Ponnamaravathi
137. Annavasal
138. Viralimalai
139. Pullambadi

Tiruchirappalli district—cont.

140. Manachanallur
141. Alathur
142. Varagur
143. Jayakondam
144. Sendurai
145. T. Palur
146. Tiruvarmbur
147. Srirangam

Tirunelveli district.

148. Tiruchendur
149. Alwarthirunagari
150. Kayathar
151. Srivaikuntam
152. Vilathikulam
153. Nanguneri
154. Kalakad
155. Ambasamudram
156. Kadayam
157. Playamkottai
158. Kadayanallur
159. Kilapavoor.

RULES—MADRAS PANCHAYATS ACT, 1958—RULES FOR THE ASSESSMENT AND COLLECTION OF LEVY ON AGRICULTNRAL LAND—SECTIN 119 (3) OF THE ACT—ISSUED.

The appended notification will be published in the Fort St. George Gazette.

NOTIFICATION.

In exercise of the powers conferred by sub-section (3) of section 119, and clause (xx) of sub-section (2) of section 178, of the Madras Panchayats Act, 1958 (Madras Act XXXV of 1958), the Governor of Madras hereby makes the following rules :—

RULES.

1. (1) The tax on agricultural land in any village shall be leviable every half-year for a specific purpose, such as—

(*a*) repairs to irrigation channels and tanks in respect of which no kudimaramat fee is levied under sub-section (2) of section 85 of the Madras Panchayats Act, 1958 (Madras Act XXXV of 1958).

(*b*) construction, maintenance, repair, extension or improve ment of water-works or drainage works;

(*c*) lighting by gas or electricity;

(*d*) consruction of a road, or bridge or culvert; or

(*e*) construction of buildings intended to be used for cultural, educational or medical and other allied purposes; or

(*f*) protection of crops against depredation by cattle and petty thefts;

(*g*) raising matching contribution for any programme of developmet specified in the panchayat development schematic budget or that may be included in it from time to time and the levy of such tax shall take effect from the first day of the half-year following that in which it is sanctioned.

(2) The rate of the tax shall be on the basis of the extent of the land, but the panchayat may adopt different rates, for wet land, well irrigated land and dry land so as to commensurate with the value of the land.

2. (*a*) Every proposal for the levy of the tax shall be submitted to the Revenue Divisional Officer through the Panchayat Extension Officer. The Revenue Divisional Officer shall forward it to the sanctioning authority.

(*b*) Every such proposal shall be accompanied by—

(i) a resolution of the panchayat passed at a meeting specially convened for the purpose and supported by not less than one-half of the sanctioned strength of the panchayat specifying the purpose for which, the rate at which, and the period for which, the tax is to be levied;

(ii) a statement showing the receipts and charges under the various heads of account for the three years preceding the year in which the proposal is made;

(iii) the budget estimate for the year in which the proposal made;

(iv) particulars of the approximate or estimated cost of the work in respect of which the tax is proposed to be levied and the amount of tax likely to be realised in a half-year.

3. The rate at which and the period for which the tax shall be levied shall be specified in the order sanctioning the levy of the tax. The period specified in the order may be extended from time to time, if necessary, in order that the purpose for which the tax is levied may be fulfilled.

4. The proceeds of the tax shall form a separate fund, ear-marked for the purpose for which it is levied and a separate account shall be maintained for the transactions relating to the fund.

5. The rules issued under clause (xx) and (xxii) of sub-section (2) of section 178 of the Madras Panchayats Act, 1958 (Madras Act XXXV of 1958) regarding the assessment and collection of taxes shall apply *mutatis mutandis* to the assessment and collection of this tax.

(G.O. Ms. No.184, Rural Development and Local Adminstration, dated 22nd January 1962.)

DELEGATION—MADRAS PANCHAYATS ACT, 1958—POWERS OF INSPECTOR UNDER SECTION 57 (3)—DELEGATION TC THE PERSONAL ASSISTANT TO COLLECTOR (LOCAL AIMINISTRATION)—VALIDITY.

The notification in G.O. No. 3202, Rural Development and Local Administration, dated 5th December 1961 appointing the

Collector as Inspector under section 157 (3) of the Madras Panchayats Act, 1958 was published in the *Fort St. George Gazette*, dated 3rd January 1962 and it takes effect from that date only. As the noification of the Collector of Chingleput No. Rc. 47734/61-P1, dated 7th December 1961 under section 157 (3) of the Madras Panchayats Act, 1958 was published in the *Fort St. George Gazette*, dated 27th December 1961, i.e., on a date when the Collector had not been appointed to exercise powers of "Inspector" under section 157 (3) of the Act, the said notification of the Collector issued under section 157 (3) of the Madras Panchayats Acts, 1958 has no effect in law. The Collector of Chingleput is therefore requested to issue a fresh notification under section 157 (3) of the Act on the subject cancelling his notification, dated 7th December 1961.

(Memorandum No. 242558/C2/61-2 Rural Development and Local Administration, dated 25th January 1962.)

RULES--MADRAS PANCHAYATS ACT, 1958--RULES RELATING TO PANCHAYATS—DUTY ON TRANSFERS OF PROPERTY—AMENDMENT—CONFIRMED.

The draft of certain amendments to the Madras Panchayats (Duty on Transfers of Property) Rules, 1961 was published in Part V of the *Fort St. George Gazette*, dated the 22nd November 1961 for general information. No objection or suggestion having been received, the amendments are hereby confirmed.

2. The appended notification will be published in the *Fort St. George Gazette.*

NOTIFICATION.

In exercise of the powers conferred by sub-section (4) of section 124 of the Madras Panchayats Act, 1958 (Madras Act XXXV of 1958), the Governor of Madras hereby makes the following amendments to the Madras Panchayats (Duty of Transfers of Property) Rules, 1961 published with the Rural Development and Local Administration Department Notification S.R.O. No. A-489 of 1961, dated the 26th April 1961 (Notification No. 44) at pages 49 and 50 of Supplement to Part V of the *Fort St. George Gazette*, dated the 10th May 1961, the same having been previously published as requiured by sub-section (2) of section 179 of the said Act.

AMENDMENT.

In the said rules—

(i) in rule 7, for sub-rule (2), the following sub-rule shall be substituted, namely :—

"(2) The amounts payable to the village panchayats in a panchayat development block shall be credited to the Local Fund Deposit Account No. II of the panchayat union council concerned and the amounts payable to the town panchayats shall be credited direct to the town panchayat fund concerned. The amount shall

represent the transfer duty paid less a deduction of three per cent thereon on account of collection of the transfer duty and the amount of refunds referred to in rule 6, if any."

(ii) in rule 8, for the words " to the panchyats concerned " the words " to the village panchayats concerned " shall be substituted.

(G.O. Ms. No. 210, Rural Development and Local Administration, dated 27th January 1962.)

ACT—MADRAS PANCHAYATS ACT, 1958—DELEGATION OF POWERS BY THE COMMISSIONER—INSTRUCTIONS—ISSUED.

Under section 44 (6) of the Madras Panchayats Act, 1958, Government direct that whenever a Commissioner of a Panchayat Union avails himself of casual leave and leaves the station, or is unable to attend to his duties, he should under section 44 (6) of the Act, delegate all his functions, by a formal order, to the seniormost Extension Officer of the Panchayat Union. The delegation order should be supplemented by such Office orders as may be found necessary for the disposal of routine work by the various extension officers or Office Manager. Such supplementary orders should make it clear that while the Extension Officer to whom the delegation has been made has the full powers of the Commissioner in case of any emergency, the Extension Officer concerned should restrict the exercise of the said powers to such cases of emergency and that as far as possible the Extension Officer concerned should defer all important matters till the Commissioner's return. A copy of the order of delegation and of the supplementary orders should be duly communicated to the chairman.

2. The Commissioner should not during his absence on casual leave, etc., for short periods delegate any of his functions and powers specified below to any officer or servant of the panchayat union council or the Government—

(i) making appointments of, initiating disciplinary action against imposing punishments on or transferring Officers and Servants born either on the National Extension Service or on the Panchayat Union Service;

(ii) conducting public auction of annual sales of leases of markets, etc., and of any other sale which is expected to bring in a revenue of over Rs. 200.

(iii) singing of contracts;

(iv) emergency powers under section 45 of the Act; and

(v) functions in respect of statutory committees.

3. The Commisioner should not also permit the Extension Officer to whom the powers are delegated—

(i) to attend to papers relating to appeals, promotions, transfers, etc;

(ii) to pass final orders of disposal on files;

(iii) to grant leave other than casual leave to Panchayat Union staff; and

(iv) to modify previous orders of the Commissioner.

4. The instructions in this Government Order will not apply in cases where an Extension Officer has been placed in full additional charge of the post of Block Development Officer-*cum*-Panchayat Union Commissioner.

(G.O. No. 236, Rural Development and Local Administration, dated 30th January 1962.)

DELEGATION—MADRAS PANCHAYATS ACT, 1958—CERTAIN POWERS VESTED IN GOVERNMENT—MADE TO DISTRICT COLLECTORS IN ADDITION TO ADDITIONAL DEVELOPMENT COMMISSIONER.

In G.O. Ms. No. 1335, Rural Development and Local Administration, dated 10th May 1961 the power of Government under section 140 (7) for issuing instructions on audit reports on the accounts of the Panchayat Union (Education) Fund has been delegated to the Additional Development Commissioner, Madras. The Government have decided to empower the Collectors also to exercise the above power. The notification in the Appendix will be published in the *Fort St. George Gazette.*

APPENDIX

NOTIFICATION.

In exercise of the powers conferrd by sub-sections (1) and (4) of section 157 of the Madras Panchayats Act, 1958 (Madras Act XXXV of 1958), the Governor of Madras, hereby makes the following amendment to the Rural Development and Local Administration Department Notification S.R.O. No. B-90 of 1960, dated the 12th January 1960, published at page 4 of Part I-A of the *Fort St. George Gazette* Extraordinary, dated the 13th January 1960, as subsequently amended :—

AMENDMENT.

In the said notification after the entries relating to section 140 (3), the following entries shall be inserted, namely :—

" 140 (7) Power to issue instructions on Audit Reports on the accounts of the Panchayat Union (Education) Fund in the district concerned ".

G.O. No. 305, Rural Development and Local Administration, dated 7th February 1962.)

Rules relating to Panchayat and Panchayat Union Couucils under Madras Panchayats Act.

CHAPTER I—FUNCTIONS AND POWERS.

NOTIFICATION NO. 1.

In exercise of the powers conferred by clause XVIII of sub-section (2) of section 178 of the Madras Panchayats Act, 1958 (Madras XXXV of 1958), the Governor of Madras hereby makes the following rules :—

RULES.

ACQUISITION AND TRANSFER OF IMMOVABLE PROPERTY.

Acquisition of immovable property.

1. (1) A Panchayat Union Council shall not acquire any immovable property unless the following conditions are satisfied, namely :—

(*a*) that the property, if intended for any propose other than roads, bridges, culverts and quarries, is approved by the District Health Officer as suitable from a sanitary point of view for the purpose for which it is intended;

(*b*) that the property is approved by the Divisional Engineer (Highways and Rural Works) as suitable for the purpose for which it is intended in cases when the estimated cost exceeds Rs. 1,000;

(*c*) that the property, if its value exceeds Rs. 1,000 and if it is intended for educational purposes, is approved by the District Education Officer also;

(*d*) that the property, if its value exceeds Rs. 1,000 and if it is intended for dispensaries, is approved by the District Medical Officer also:

(*e*) that the property shall not be acquired otherwise than under the Land Acquisition Act, 1894 (Central Act I of 1894) unless the previous approval of the Collector has been obtained therefor;

(*f*) that in the case of the lands acquired otherwise than under the said Act a valuation is obtained from the Revenue Department and that no amount in excess of such valuation shall be paid without obtaining the specific approval of the Collector in that behalf;

(*g*) that in the case of buildings, a valuation and a certificate regarding structural stability is obtained from the Divisional Engineer (Highways and Rural Works) or the Assistant Engineer (Highways and Rural Works) acting under the orders of the Divisional Engineer and that no amount in excess of such valuation shall be paid without obtaining the specific approval of the Collector in that behalf; and

(*h*) that in every case where the consideration for the property is not less than Rs. 200 an encumbrance certificate is obtained from the registration office in respect of such property and examined by the legal adviser of the Panchayat Union Council unless the nature of the transaction is such as will, by law, pass the property free of all encumbrances:

Provided that nothing contained in clause (*c*) or clause (*d*) shall apply to a panchayat union council.

(2) The deed transferring the property to the Panchayat Union Council shall be in the appropriate form in Schedule I appended to these rules, with such variations as circumstances may require.

(3) The provisions of sub-rules (1) and (2) shall not apply to a case where the Panchayat Union Council has to purchase immovable property brought to sale in execution of a decree obtained by it.

Transfer of immovable property.

2. *Transfers otherwise than by lease of immovable property vesting in but not belonging to a Panchayat Union Council.*—(1) Immovable property vesting in but not belonging to a Panchayat Union Council shall not be transferred or charged in contravention of the conditions subject to which such property became vested in the Panchayat Union Council.

(2) The deed of transfer shall be in the appropriate form in Schedule II appended to these rules, with such variations as circumstances may require.

3. *Transfer otherwise than by lease of immovable property belonging to a Panchayat Union Council.*—(1) A Panchayat Union Council shall not without the previous sanction of the Collector make or sanction any transfer, except by way of lease, of any immovable property belonging to it, or create or sanction the creation of any charge upon any such property. If the value of the property so transferred or the amount for which the charge is so created exceeds Rs. 10,000, the previous sanction of the Government shall also be obtained for the transaction.

(2) The deed of transfer shall be in the appropriate form in Schedule II appended to these rules with such variations as circumstances may require.

4. *Transfer by lease of immovable property belonging to a Panchayat Union Council.*—(1) A panchayat Union Council may lease out any immovable property belonging to it :

Provided that no such lease shall be valid in case the period of the lease exceeds three years or where the leasee is permitted to put up any building or structure whether of masonry, bricks, wood, mud or any other material unless the sanction of the Collector has been obtained therefor.

(2) The lease deed shall be in the Form III (*a*) in Schedule III appended to these rules with such variations as circumstances may require.

5. *Transfer by lease of immovable property vested in but not belonging to a Panchayat Union Council.*—(1) A panchayat Union Council may lease out any property vested in but not belonging to the Panchayat Union Council other than road sides and street margins :

Provided that no lease shall be granted—

(*a*) in contravention of the conditions subject to which such property became vested in the Panchayat Union Council, or

(*b*) for a period exceeding twelve months without the previous sanction of the Collector :

Provided further that no such lease shall be valid if the lessee is permitted to put up any building or structure whether of masonry, bricks, wood, mud or any other material, unless the sanction of the Collector has been obtained therefor.

(2) The lease deed shall be in the Form III (*a*) in Schedule III appended to these rules with such variations as circumstances may require.

6. *Leases of road sides and street margins.*—(1) Leases of road sides and street margins vested in a Panchayat Union Council shall be subject to the following restrictions and control :—

(i) Every Panchayat Union Council shall require that every application for a lease shall furnish information as to the use to which the land will be put and the period for which a lease is required. If any structure is proposed to be constructed thereon, information as to the materials to be used in the construction shall also be furnished.

(ii) The lease may be granted by the Panchayat Union Council if the structure is to be constructed of temporary materials such as palmyra or coconut leaves, bamboo or other matting or gunny cloth or other similar materials or which are of such a nature as to be movable daily, and if the period of lease does not exceed twelve months. A fee shall be levied and collected in advance for every lease.

(iii) No lease for a structure made of materials other than those mentioned in item (ii) or for a period exceeding twelve months, shall be granted by a Panchayat Union Council except with the previous approval of the Collector who in granting approval may lay down such conditions as he may consider necessary subject to which the lease may be granted by the Panchayat Union Council. The Panchayat Union Council shall embody such conditions in the lease before it is granted. It must be expressly provided in every case that the amount of the lease shall be paid to the Panchayat Union Council in advance so long as the lease is in force and that in default of payment of such amount the lease is liable to be cancelled.

(iv) No lease shall be granted ordinarily for a period exceeding three years at a time. The approval of the Collector shall not be necessary for a renewal of a lease granted under this rule.

(v) Every lease under item (ii) or (iii) shall expressly provide that the lease is liable to be terminated at any time within the period of the lease without payment of compensation to the lessee, if in the opinion of the Panchayat Union Council or of the Collector, it is necessary in the public interest to remove any structure erected on the land.

(v) No road margin shall be leased out for cultivation.

(2) The lease deed shall be in Form III (*b*) in Schedule III appended to these rules with such variations as circumstances may require.

7. *Publication of proposed transfers and leases.*—(1) In every case of transfer or lease falling under rule 3, 4, 5 or 6, the Panchayat Union Council shall publish a notice of the proposed transfer or lease, giving full particulars of the property to be transferred or leased, the name of the proposed transferee or lessee and the consideration for the transfer or the rent reserved under the lease—

(*a*) in the District Gazette, if the consideration for the transfer exceeds Rs. 1,000 or of the rent reserved under the lease exceeds Rs. 200 per annum, and

(*b*) by affixture in a conspicuous position—

(i) at the office of the Panchayat Union Council, of the Collector and of the Revenue Divisional Officer,

(ii) at the Taluk office,

(iii) at the village chavadi of the village or town in which the property is situated, and

(iv) on the property to be transferred or leased.

(2) In every case where such transfer or lease is to be by public auction, a notice with full particulars of the property to be transferred or leased shall be published—

(*a*) in the District Gazette and in one or two prominent local newspapers circulated within the jurisdiction of the Panchayat Union Council if the consideration for the transfer exceeds Rs 1,000 or if the rent reserved under the lease exceeds Rs. 200 per annum,

(*b*) in the manner specified in clause (*b*) of sub-rule (1) and

(*c*) by tom-tom in suitable places.

(3) The Panchayat Union Council may dispense with the publication in the District Gazette as required by sub-rules (1) and (2), in the case of leases, which are granted during the course of a financial year owing to the failure of the original lessee to fulfil the terms of his lease.

8. *Transfers and leases to be subject to condition of transferee or lessee paying assessment, ground-rent, peshkash or quit-rent to Government.*—(1) Except in cases falling under sub-rules (3) and (4) of this rule, no transfer or lease of any immovable property made by the Panchayat Union Council shall be valid unless it be a condition thereof that the transferee or lessee shall be liable to pay to the Government such assessment, ground-rent, peshkash or quit-rent as the Collector may determine to be payable in respect of the property and that the said assessment, ground-rent, peshkash or quit-rent is subject to revision from time to time in accordance with the rules in force at the time of such revision except in respect of quit-rent on enfranchised inam lands and peshkash on lands in proprietary villages acquired by the Panchayat Union Council by private negotiation.

(2) Nothing contained in this rule shall effect the right of Government to recover from the Panchayat Union Council the assessment, ground-rent, peshkash or quit-rent leviable on lands not transferred by sale or exchange or otherwise permanently alienated.

(3) In cases where the assessment, ground-rent, peshkash or quit-rent leviable on the land after transfer is already being paid by the Panchayat Union Council and the land is not transferred by sale or exchange, leased in perpetuity or otherwise permanently alienated, the Panchayat Union Council shall continue to pay such assessment, ground-rent, peshkash or quit-rent and the liability shall not be imposed on the transferee.

(4) In the case of leases falling under rule 6 the Panchayat Union Council shall furnish the Collector with a return of such leases whereupon the Collector will fix the assessment or ground-rent on the basis of the information in the return and collect it from the Panchayat Union Council.

SCHEDULE I.

[*See* rule 1 (2).]

Form I (*a*).

Transfers by sale.

THIS INDENTURE made the day of 19 between son of ,residing at (hereinafter called the "vendor" which expression shall where the context so admits include his heirs, executors, administrators, legal representatives and assigns, of the one part and the Panchayat Union Council of constituted under Madras Act XXXV of 1958 (hereinafter called the "purchaser" which expression shall where the context so admits include its successors and assigns) of the other part.

WHEREAS the vendor is well and sufficiently entitled to the land and premises described in the schedule hereto.

AND WHEREAS the purchaser in exercise of its powers has agreed with the vendor to purchase the said land and premises intended to be hereby granted conveyed and assigned subject to the quit-rent (if any) payable in respect of the same but otherwise free from encumbrances at the price of rupees.

NOW THIS INDENTURE WITNESSETH that in pursuance of the said agreement and in consideration of the sum of rupees to the vendor paid by the purchaser in or before the execution of these presents (the receipt whereof the vendor doth hereby acknowledge) he the vendor doth hereby grant convey and assign unto the purchaser all that, piece or parcel of land situated in and more particularly described in the schedule hereunder written and which together with the messuage or tenement erected thereon is commonly called or known as TOGETHER with all buildings, godowns, trees, common hedges, ditches, fences, ways, waters water-courses, liberties, privileges, easements, advantages and appurtenances whatsoever to the said piece or parcel of land messuage and premises or any of them in anywise appertaining or heretofore occupied or enjoyed therewith AND all the estate, right, title, interest property, claim and demand whatsoever of the vendor into and upon the same premises TO HAVE AND TO HOLD the said piece or parcel of land messuage and premises hereby granted conveyed and assigned unto the purchaser for ever AND the vendor doth

hereby covenant with the purchaser that he the vendor now hath good right to grant convey and assign the premises hereby granted conveyed and assigned unto the purchaser in manner aforesaid AND that the purchaser shall and may at all times hereafter peaceably and quietly possess and enjoy the said premises free from all encumbrances whatsoever and receive the rents and profits thereof without any lawful eviction, interruption, claim or demand whatsoever from or by the vendor or any other person or persons AND further that he the vendor and all persons having lawfully or equitably claiming any estate or interest in the said premises or any of them or any part thereof from under or in trust for the vendor or from or under any of his ancestors shall and will from time to time and at all times hereafter at the request and cost of the purchaser do execute and register or cause to be done executed and registered all such acts deeds and things whatsoever for further and more perfectly assuring the said premises and every part thereof unto the purchaser in manner aforesaid as shall or may be reasonably required.

The schedule above referred to.

All that piece or parcel of land and premises situated in the of in the registration village /town sub-district of and bounded on the north by , on the south by , on the east by and on the west by bearing Re-survey No. and Old Survey No. and containing on the whole by admeasurement (be the same more or less). Signed, sealed and delivered by the abovenamed in the presence of

IN WITNESS whereof the vendor hath hereunto set his hand and seal the day and year first above written.

Form I (*b*).

Transfers by lease.

THIS INDENTURE made the day of one thousand nine hundred and between . residing at and carrying on business at (hereinafter called the "lessor" which expression where the context admits shall include his heirs, executors, administrators, legal representatives and assigns of the one part and the Panchayat Union Council of constituted under Madras Act XXXV of 1958 (hereinafter called "the lessee" which expression where the context admits shall include its successors in office and assigns) of the other part :

WITNESSETH as follows :—

1. In consideration of the rent hereby reserved and of the covenants by the lessee herein contained the lessor demises unto the lessee ALL that piece or parcel of land together with the building and premises known as situate in the registration sub-district of in the registration district of bearing S. No. and more particularly described in the schedule hereto for the term of years from the day of 19 , PAYING therefor in advance the monthly rent of Rs. clear of all deductions the first of such payments to be made on the day of .

2. The lessee covenants with the lessor as follows :—

(1) To pay the reserved rent on or before the first day of each month in advance and in manner aforesaid.

(2) To bear pay and discharge all existing and future taxes, charges, assessments and outgoings payable in respect of the said premises.

(3) To keep the exterior and the interior of the demised premises and all additions thereto the boundary wall and fences thereof the drains soil and other pipes sanitray and water apparatus electric fittings and fixtures thereof in good and tenantable repair and condition.

(4) Not to make or permit to be made under any circumstances any alterations in or additions to the demised buildings without the previous consent in writing of the lessor PROVIDED ALWAYS that if the lessee is permitted to make any alterations by the lessor, the lessee shall not be entitled to any compensation therefor.

(5) To permit the lessor with or without workmen or others at all reasonable times on giving one day's previous notice to enter upon the demised premises and to view the condition thereof and upon notice being given by the lessor to repair within one month from the service of the notice in accordance therewith.

(6) Not to assign underlet or part with the possession of the demised premises, or any part thereof without first obtaining the written consent of the lessor.

(7) To yield up the demised premises with all fixtures and additions thereto at the determination of the tenancy in good and tenantable repair and condition in accordance with the covenants herein contained.

3. The lessor covenants with the lessee as follows :—

(i) That the lessee paying the rent hereby reserved and observing and performing the several covenants and stipulations herein on its part contained shall peacefully hold and enjoy the demised premises during the said term without any interruption by the lessor or any person rightfully claiming under or in trust for him.

(ii) To carry out all repairs to main walls, roof and foundations due to fair wear and tear, the decision of the Executive Engineer for the time being of division as to the necessity for such repairs being final.

4. PROVIDED ALWAYS and it is hereby expressly agreed by and between the parties hereto as follows :—

(1) If the rent hereby reserved or any part thereof shall be unpaid for 14 days after becoming payable (whether formally demanded or not) or if any covenant on the lessee's part herein contained shall not be performed or observed then and in any of the said cases it shall be lawful for the lessor at any time thereafter to re-enter upon the demised premises or any part thereof in the name of the whole and thereupon this demise shall absolutely determine but without prejudice to the right of action of the lessor in respect of the breach of any of the lessee's covenants herein contained.

(2) If the lessee shall desire to determine the present demise and shall give to the lessor three calendar months' previous notice in writing of such desire then immediately on the expiration of the three calendar months the present demise and everything herein contained shall cease and be void but without prejudice to the remedies either party against the other in respect of any antecedent claim or breach of covenant.

(3) That the lessor will on the written request of the lessee made within three calendar months before the expiration of the term hereby granted grant to the lessee a lease of the demised premises for the further term of years and containing the like covenants and provisos as are herein contained except the including a covenant for renewal.

The schedule above referred to.

ALL THAT piece or parcel of land and premises situated in the village/town of in the registration sub-district of in the registration district of and bounded on the north by , on the south by , on the east by and on the west by , bearing Re-survey No. , Old Survey No. , and containing on the whole by admeasurement (be the same more or less).

Signed, sealed and delivered by the abovenamed in the presence of :

Signed by the Commissioner of the Panchayat Union in the presence of :

The common seal of the Panchayat Union Council was hereunto affixed in the presence of :

IN WITNESS whereof the lessor hath hereunto set his hand and seal and the common seal of the Panchayat Union Council of the lessee was hereunto affixed the day and year first above written.

Form I (*c*).

Transfer by mortgage.

THIS IDENTURE made the day of 19 . BETWEEN , son of , residing at (hereinafter called the "the mortgagor" which expression shall where the context so admits include his heirs/executors/administrators, legal representatives and assigns) of the one part AND the Panchayat Union Council of constituted under Madras Act XXXV of 1958 (hereinafter called "the mortgagee" which expression shall where the context so admits include its successors and assigns) of the other part :

WHEREAS the mortgagor is well and truly entitled to and possessed of the piece or parcel of land and premises described in the schedule hereto :

AND WHEREAS the mortgagee has agreed to lend the mortgagor the sum of Rs. on having the repayment thereof in manner hereinafter appearing.

NOW THIS INDENTURE WITNESSETH that in consideration of the sum of Rs. on or before the execution of these presents paid to the mortgagor by the mortgagee (the receipt whereof the mortgagor doth hereby acknowledge) he the mortgagor doth usufructuary mortgage of ALL THAT piece or parcel of land situate in and more particularly described in the schedule hereunder written and which together with the message or tenement erected thereon is commonly called or known as TOGETHER with all buildings, godowns, trees, commons, hedges, ditches, fences, ways, waters, water-courses, liberties, privileges, easements, advantages and appurtenances whatsoever to the said piece or parcel of land messuage and premises or any of them in anywise, appertaining or

heretofore or hereafter to be occupied or enjoyed therewith AND all the estate right title interest property claim and demand whatsoever of the mortgagor into and upon the same premises TO HAVE AND TO HOLD the said piece or parcel of land messuage and premises hereby granted conveyed and assigned or expressed so to be unto the mortgagee for ever subject to the proviso for redumption hereinafter contained. The mortgagor hereby declares that he has put the mortgagee in possession of the mortgaged property and that the mortgagee shall continue in such possession of the property until the said sum of Rs. is repaid to the martgagee and that the mortgagee shall appropriate the rents and profits accruing from the property in lieu of the interest due in respect of the mortgage money. AND the mortgagor doth hereby covenant with the mortgagee that he the mortgagor will as long as any money shall remain due on the security of these presents keep all the messuages and buildings now existing or hereafter to be erected on the said premises hereinbefore expressed to be hereby granted conveyed and assigned in good and substantial repair and insured against loss or damage by fire in the sum of Rs. at the least in some office or offices approved by and in the name of the mortgagee and will duly and punctually pay all premiums and sums of money necessary for such purpose and for keeping such insurance on foot and also all quit-rent, assessment, rates, taxes and other outgoings for the time-being payable in respect of or charged upon the said premises or any of them and will forthwith deliver to the mortgagee the policy or policies of insurance and the receipt for every sum payable as aforesaid and that if default be made in keeping the said buildings so repaired or in effecting or keeping on foot such insurances or in payment of any such quit-rent, assessment rates, taxes and other outgoings as aforesaid or in so delivering any policy or policies or receipt as aforesaid it shall be lawful for but not incumbent upon the mortgagee to put the said premises into proper and substantial repair or (as the case may be) to insure and keep insured the said buildings in any sum not exceeding the amount aforesaid and to pay the premiums and all expenses incurred in so doing or (as the case may be) any such quit-rent assessment, rates, taxes or other outgoings as aforesaid. AND further that the mortgagor will forthwith repay to the mortgagee all such premiums, expenses and other moneys with interest thereon at the rate of per cent per annum from the time of each payment and that until repayment the premises hereby mortgaged shall stand charged with the amount to be repaid and interest thereon at the rate aforesaid and that all moneys received in respect of any insurance shall at the option of the mortgagee be applied either in reinstating or restoring the buildings insured or in or towards payment of the moneys for the time being on the security on these presents AND the mortgagor doth hereby covenant with the mortgagee that he, the mortgagor, now hath power to give and grant this usufructuary mortgage unto the mortgagee AND it

is hereby expressly agreed and declared that on payment at any time by the mortgagor to the mortgagee of the said sum of Rs. and all other moneys, if any, due under these presents the mortgagee shall at the request and cost of the mortgagor reconvey and reassign unto the mortgagor or as he may direct all and singular the plot or piece of land and premises hereby expressed to be granted conveyed or assigned.

The schedule above referred to.

ALL THAT piece or parcel of land and premises situated in the village/town of in the registration sub-district of the registration districts of and bounded on the north by in on the south by on the east by and on the west by bearing Re-survey No. and Old Survey No. and containing on the whole by admeasurement (be the same more or less.)

Signed, sealed and delivered by the abovenamed in the presence of:

IN WITNESS whereof the mortgagor hath hereunto set his hand and seal the day and year first above written.

Form I (*d*).

Transfers by gift.

THIS INDENTURE made the day of one thousand nine hundred and BETWEEN , son of residing at (hereinafter called the "donor" which expression shall where the context admits include his heirs, executors, administrators, legal representatives and assigns) of the one part and the panchayat union council of constituted under Madras Act XXXV of 1958 (hereinafter called "the donee" which expression shall where the context admits include its sucessors and assigns) of the other part.

WHEREAS the donor is well and sufficiently entitled free from encumbrances to the piece or parcel of land and premises hereinafter described and intended to be hereby granted, conveyed and assigned.

AND WHEREAS the donor has agreed to transfer the said piece or parcel of land and premises to the donee as a gift subject to the payment by the donee of all existing and future taxes, charges, assessments and ground-rent in respect of the same and the donee has agreed to accept the same subject to such conditions.

AND WHEREAS THE said piece or parcel of land and premises is of the value of Rs. for the purpose of stamp duty.

NOW THIS INDENTURE WITNESS THE : that the donor doth hereby give, grant, convey and assign unto the donee who hereby accepts the same ALL THAT piece or parcel of land bearing Survey No. situated in the village of in the registration sub-district of in the registration district of and more particularly described in the schedule hereunder written TOGETHER with all buildings, trees, commons, liberties, privileges, easements, advantages and appurtenances whatsover to the said piece or parcel of land, buildings and premises or any of them in anywise appertaining or heretofore occupied or enjoyed therewith AND all the estate right, title, interest-property claim and demand whatsoever of the donor into and upon the same premises TO HAVE AND TO HOLD the said piece or parcel of land and premises hereby granted, conveyed and assigned unto the donee for ever AND the donor doth hereby covenant with the donee that the donor now hath good right to grant, convey and assign the premises hereby granted, conveyed and assigned unto the donee in manner aforesaid AND that the donee shall and may at all times hereafter peaceably and quietly possess and enjoy the said premises free from all encumbrances whatsoever without any lawful eviction, interruption, claim or demand whatsoever from or by the donor or any person claiming under or in trust for him AND further that the donor and all persons having or lawfully or equitably claiming any estate or interest in the said premises or any part thereof from under or in trust for the donor or from or under any of his ancestors shall and will from time to time and at all times hereafter at the request and cost of the donee do execute and register or cause to bo done executed and registered all such acts, deeds and things whatsoever for further and more perfectly assuring the said premises and every part thereof unto the donee in manner aforesaid or as shall or may be reasonably required.

The schedule above referred to.

ALL THAT piece or parcel of land and premises situated in the village/town of in the registration sub-district of in the registration district of and bound on the north by , on the south by on the east by and on the west by bearing Re-survey No. and Old Survey No. , and containing on the whole by admeasurement (be the same more or less).

Signed, sealed and delivered by the abovenamed in the presence of :

Signed by the Commissioner of panchayat union in the presence of :

The common seal of the panchayat union council was hereunto affixed in the presence of :

IN WITNESS whereof the donor hath hereunto set his hand and the seal and the common seal of the panchayat union council of the donee was hereunto affixed, the day and year first above written.

SCHEDULE II.

[*See* rules 2 (2) and 3 (2).]

Form II (*a*).

Transfers by sale.

THIS INDENTURE made the day of 19 BETWEEN the panchayat union council of constituted under Madras Act XXXV of 1958 (hereinafter called "the vendor" which expression shall where the context admits include its successors and assigns) of the one part AND , son of residing at (hereinafter called "the purchaser" which expression shall where the context admits include his heirs, executors, administrators, legal representatives and assigns) of the other part.

WHEREAS the vendor is possessed of and entitled to the piece or parcel of land and premises described in the schedule hereto and has agreed with the purchaser for the sale to him of th same subject to the quit-rent (if any) payable in respect of the same but otherwise free from encumbrances for the sum of Rs. .

AND WHEREAS the Collector of district by an order No. , dated the day of , has sanctioned the sale of the property hereinafter contained.

* AND WHEREAS the Government of Madras have also by an order No. , dated the day of , sanctioned the sale of the property hereinafter contained.

AND WHEREAS due notice of the sale property hereinafter contained has been given in accordance with the provisions of the rules relating thereto.

NOW THIS INDENTURE WITNESSETH : that in pursuance of the said agreement and in consideration of the sum of Rs. to the vendor paid by the purchaser on or before the execution of the

* Retain only if value exceeds Rs. 10,000.

presents (the receipt whereof the vendor doth hereby acknowledge) the vendor as beneficial owner and in pursuance of very statutory and other authority hereunto enabling it doth hereby grant, convey and assign unto the purchaser ALL THAT piece or parcel of land situated in and more particularly described in the schedule hereunder written and which together with the messuage or tenement erected thereon is commonly called or know as TOGETHER with all buildings, godowns, trees, commons, hedges, ditches, fences, ways, waters, water-courses liberties, privileges, easements, advantages and appurtenances whatsoever to the said piece or parcel of the land messuage and premises or any of them in anywise appertaining or heretofore occupied or enjoyed therewith AND all the estate right, title, interest, property, claim and demand whatsoever of the vendor into and upon the same premises TO HAVE AND TO HOLD the said piece or parcel of land messuage and premises hereby granted, conveyed and assigned unto the purchaser for ever AND the vendor doth hereby covenant with the purchaser that the vendor now hath good right to grant, convey and assign the premises hereby granted, conveyed and assigned unto the purchaser in manner aforesaid AND that the purchaser shall and may at all times hereafter peaceably and quietly possess and enjoy the said premises free from all encumbrances whatsoever and receive the rents and profits thereof without any lawful eviction, interruption, claim or demand whatsoever from or by the vendor or any other person or persons AND further that the vendor and all persons having or lawfully or equitably claiming any estate or interest in the said premises or any of them or any part thereof from under or in true for the vendor shall and will from time to time and at all times hereafter at the request and cost of the purchaser do execute and register or cause to be done executed and registrred and all such acts, deeds and things whatsoever for further and more perfectly assuring the said premises and every part thereof unto the purchaser in manner aforesaid as shall or may be reasonably required AND the purchaser doth hereby covenant with the vendor that he, the purchaser, as aforesaid will at all times hereafter pay all assessments and taxes that may now be payable or at any times hereafter he levied or imposed upon the said premises hereby conveyed by the Government of Madras under any rules that are now or may hereafter be in force for the levy of assessments and taxes on lands and premises of a like nature.

The schedule above referred to.

ALL THAT piece or parcel of land situated in the village/town of in the registration sub-district of in the registration district of bearing Re-survey No. Old Survey No. bounded on the north by , on the south by , on the east by and on the west by and containing by admeasurement or thereabouts.

Signed by the Commissioner of panchayat union in the presence of :

The common seal of the panchayat union council was hereunto affixed in the presence of :

Signed, sealed and delivered by the above named in the presence of :

IN WITNESS WHEROF the common seal of the panchayat union council of was hereunto affixed and has hereunto affixed his hand and seal, the day and year first above written.

Form II (*b*).

Transfer by exchange.

THIS INDENTURE made the day of 19 BETWEEN the panchayat union council of constituted under Madras Act XXXV of 1958 (hereinafter called panchayat union council which expression shall, where the context admits, include its successors and assigns) of the one part AND , son of , residing at (hereinafter called the party of the second part which expression shall, where the context admits include his heirs, executors, administrators, legal representatives and assigns) of the other part.

WHEREAS the panchayat union council is well and truly entitled to and possessed of the piece or parcel of land more particularly described in the first schedule hereto together with the buildings thereon free from encumbrances and the party of the second part is also well and truly entitled to and possessed of the piece or parcel of land more particularly described in the second scheduled hereto together with the buildings thereon free from encumbrances.

AND WHEREAS the parties hereto have agreed to effect such exchange as is hereinafter contained of the said pieces or parcels of land more particularly described in the first and second schedules hereto respectively.

AND WHEREAS the Collector of district by an order No. , dated the day of has sanctioned the exchange of the properties in manner hereinafter contained.

AND WHEREAS the Government of Madras have also by an order No. , dated the day of sanctioned the exchange of properties in manner hereinafter contained.

AND WHEREAS due notice of the exchange in manner hereinafter contained has been given in accordance with the provisions of the rules relating thereto.

NOW THIS INDENTURE WITNESSETH that in consideration of the conveyance by the party of the second part hereinafter contained the panchayat union council in pursuance of every statutory and other authority hereunto enabling it doth hereby grant, convey and assign unto the party of the second part all that piece or parcel of land of the value of Rs. or thereabouts situated in and more particularly described in the first schedule hereunder written and coloured on the map or plan marked A, hereunto annexed TOGETHER with all buildings, trees, commons, hedges, ditches, fences, ways, waters, water-courses, liberties, privileges, easements, advantages and appurtenances whatsoever to the said piece or parcel of land and premises of any of them in anywise appertaining or heretofore occupied or enjoyed therewith AND all the estate right, title, interest, property claim and demand whatsoever of the panchayat union council into and upon the same premises TO HAVE AND TO HOLD the said piece or parcel of land and premises hereby granted and assigned or expressed so to be unto the party of the second part for ever and the party of the second part doth hereby covenant with the panchayat union council that he, the party of the second part, will at times hereafter pay the assessment or ground-rent of or such other amount as the Collector of may from time to time determine and any other ground-rent, assessment and taxes that are or may from time to time be levied upon the said piece or parcel of land or premises by the Central Government or the Government of Madras or by any local or other authority AND THIS INDENTURE FURTHER WITNESSETH that in consideration of the conveyance by the panchayat union council hereinbefore contained the party of the second part doth hereby grant, convey and assign unto the panchayat union council all that piece or parcel of land of the value of rupees or thereabouts situated in and being more particularly described in the second schedule hereunder written and coloured on the map or plan marked B hereto annexed TOGETHER with all buildings, trees, commons, hedges, ditches, fences, ways, water, water-courses, liberties, privileges easements, advantages and appurtenances whatsoever to the said piece or parcel of land and premises or any of them in anywise appertaining or heretofore occupied or enjoyed therewith AND all the estate right, title, interest, property claim and demand whatsoever of the party of the second part into and upon such last mentioned premises TO HAVE AND TO HOLD the said piece or parcel of land and premises lastly hereinbefore expressed to be hereby granted, conveyed and assigned unto the panchayat union council for ever and the panchayat union council doth hereby covenant with the party of the second part that the panchayat

union council will at all times hereafter pay the assessments and taxes that are or may from time to time be levied upon the said piece or parcel of land or premises by the Central Government or the Government of Madras or by any local or other authority AND THE PARTIES HERETO MUTUALLY CONVENENT AND AGREE EACH WITH THE OTHER of THEM that notwithstanding any act, deed or thing done or executed or knowingly suffered to the contrary they now have good right to grant, convey and assign respectively the said premises expressed to be hereby granted, conveyed and assigned in manner aforesaid and that either party shall and may at all times hereafter peaceably and quietly possess and enjoy such last-mentioned premises and receive the rents and profits thereof without any lawful eviction interruption claim or demand whatsoever from or by the other party or any person or persons lawfully or equitably claiming from under or in trust for the said party and that free from all encumbrances whatsoever made or suffered by either party or any person or persons lawfully or equitably claiming as aforesaid AND FURTHER that the parties and all persons having or lawfully or equitably claiming any estate or interest in the said premises or any part thereof from under or in trust for any of the parties shall and will from time to time and at all times hereafter at the request and cost of the other party do execute and register or cause to be done, executed and registered all such acts, deeds and things whatsoever for further and more perfectly assuring such last-mentioned premises and every part thereof unto the other party in manner aforesaid as shall or may be reasonably required.

The first schedule above referred to.

All that piece or parcel of land coloured in the plan marked A attached hereto and situate in the village/town of in the registration sub-district of in the registration district of bearing Re-survey No Old Survey No. bounded on the north by Re-Survey No. , on the east by Re-survey No. , on the south by Re-survey No. and on the west by Re-survey No. and containing by admeasurement or thereabouts.

The second schedule above referred to.

All that piece or parcel of land coloured in the plan marked B hereto attached and situate in the village/town of in the registration sub-district of in the registration district of bearing Re-survey No. Old Survey No. bounded on the north by , on the east by , on the south by and on the west by and containing by admeasurement or thereabouts.

The common seal of the panchayat union council of was hereunto affixed in the presence of :

Signed, by the Commissioner of panchayat union in the presence of :

Signed, sealed and delivered by the abovenamed in the presence of :

IN WITNESS WHEREOF the common seal of the panchayat union council was hereunto affixed and hath hereunto set his hand and seal the day and year first above written.

Form II (*c*).

Transfer by mortgage.

THIS INDENTURE made the day of 19 BETWEEN the panchayat union council of constituted under Madras Act XXXV of 1958 (hereinafter called " the mortgagor " which expression shall where the context so admits include its succesors and assigns) of the one part AND , son of , residing at (hereinafter called " the mortgagee " which expression shall where the context so admits include his heirs, executors, administrators, legal representatives and assigns) of the other part.

WHEREAS the mortgagor is well and truly entitled to and possessed of the piece or parcel of land and premises described in the schedule hereto :

AND WHEREAS the mortgagee has agreed to lend the mortgagor the sum of Rs. on having the repayment thereof with interest at the rate hereinafter mentioned secured in manner hereinafter appearing :

AND WHEREAS the Collector of district by an order No. , dated the day of 19 has sanctioned the mortgage of the properties in manner hereinafter contained :

AND WHEREAS the Government of Madras have also by an order No. , dated the day of sanctioned the mortgage of the properties in manner hereinafter contained :

AND WHEREAS due notice of the mortgage in manner hereinafter contained has been given in accordance with the provisions of the rules relating thereto :

NOW THIS INDENTURE WITNESSETH that in consideration of the sum of Rs. on or before the execution of these presents paid to the mortgagor by the mortgagee (the receipt whereof the covenant with the mortgagee that the mortgagor doth hereby mortgagor doth hereby acknowledge the mortgagor doth hereby covenant with the mortgagee that the mortgagor will on demand pay to the mortgagee the sum of Rs. with interest thereon at the rate of Rs. per cent per annum.

AND THIS INDENTURE ALSO WITNESSETH that for the same consideration the mortgagor doth hereby give and grant unto the mortgagee a simple mortgage of ALL THAT piece or parcel of land situate in and more particularly described in the schedule hereunder written and which together with the messuage or tenement erected threon is commonly called or known as TOGETHER with all buildings, godowns, trees, commons, hedges, ditches, fences, ways, waters, water-courses, liberties, privileges, easements, advantages and appurtenances whatsoever to the said piece or parcel of land messuage and premises or any of them in anywise appertaining heretofore or hereafter to be occupied or enjoyed therewith AND all the estate right, title, interest, property claim and demand whatsoever of the mortgagor into and upon the same premises AND the mortgagor doth hereby covenant with the mortgagee that the mortgagor will so long as and money shall remain due on the security of these presents keep all the messuages and buildings now existing or hereafter to be erected on the said the least in some office or offices approved by premises herein before expressed to be hereby granted conveyed and assigned in good and substantial repair and insured against loss or damage by fire in the sum of Rs. at and in the name or names of the mortgagee and will duly and punctually pay all premiums and sums of money necessary for such purpose and for keeping such insurance on foot and also all quit-rent assessment rates, taxes, and other outgoings for the time being payable in respect of or charged upon the said premises or any of them and will forthwith deliver to the mortgagee the policy or policies of insurance and the receipt for every sum payable as aforesaid or in so delivering any policy or policies or receipt as aforesaid it shall be lawful for but not incumbent upon the mortgagee to enter into and upon the said premises and put the same into proper and substantial repair or (as the case may be) to insure and keep insured the said buildings in any sum not exceeding the amount aforesaid and to pay the premiums and all expenses incurred in so doing or (as the case may be) any such quit-rent assessment, rates, taxes or other out-goings as aforesaid and further that the mortgagor will forthwith repay to the mortgagee all such premiums, expenses and other moneys with interest thereon at the rate aforesaid from the time of each payment and that until repayment the hereby mortgaged premises shall stand

charged with the amount to be repaid and interest thereon at the rate aforesaid and that all moneys received in respect of any insurance shall at the opinion of the mortgagee be applied either in reinstating or restoring the buildings insured or in or towards payment of the moneys for the time being owing on the security of these presents AND the mortgagor doth hereby covenant with the mortgagee that the mortgagor now hath power to give and grant a simple mortgage unto the mortgage AND it is hereby expressly agreed and declared that should the properties described in the schedule hereto prove insufficient when sold to satisfy the amount due under this mortgage the mortgagor will be personally liable for the amount for the time being due and owing under this mortgage.

The schedule above referred to.

ALL THAT piece or parcel of land and premises situated in the village/town of in the registration sub-district of in the registration district of and bounded on the north by , on the south by , on the east by and on the west by bearing Re-survey No. and Old Survey No. and containing on the whole by admeasurement (be the same more or less).

Signed by the Commissioner of the panchayat union of in the presence of :

The common seal of the panchayat union council was hereunto affixed in the presence of :

IN WITNESS whereof the common seal of the mortgagor hath hereunto been affixed the day and year first above written.

Form II *(d)*

Transfer by gift.

THIS INDENTURE made the day of 19 , between the panchayat union council of constituted under Madras Act XXXV of 1958 (hereinafter called " the donor " which expression shall where the context so admits include its successors and assigns) of the one part and , son of , residing at (hereinafter called " the donee " which expression shall where the context so admits include his heirs, executors, administrators and legal representatives and assigns) of the other part.

WHEREAS the donor is well and sufficiently entitled free from encumbrances to the piece of land and premises hereinafter described and intended to be hereby granted, conveyed and assigned :

AND WHEREAS the donor has agreed to transfer the said piece of land and premises to the donee as a gift to be used for the purposes of subject to the payment by the donee of all existing and future taxes, charges, assessments and ground-rent in respect of the same and the donee has agreed to accept the said piece of land and premises subject to the said conditions :

AND WHEREAS the said piece of land and premises is of the value of Rs. for the purpose of stamp duty :

AND WHEREAS the Collector of district by an order No. , dated the day of has sanctioned the gift of the property hereinafter contained :

AND WHEREAS due notice of the gift in manner hereinafter contained has been given in accordance with the provisions of the rules relating thereto :

* AND WHEREAS the Government of Madras have also by an order No. , dated the day of have sanctioned the gift of the property hereinafter contained.

NOW THIS INDENTURE WITNESSETH that the donor doth hereby give grant, convey and assign unto the donee who hereby accepts the same ALL THAT piece or parcel of land bearing Survey No. situated in the village of in the registration sub-district of in the registration district of and more particularly described in the schedule hereunder written TOGETHER with all buildings, trees, commons, hedges, ditches, fences, ways, waters, water-courses, liberties, privileges, easements, advantages and appurtenances whatsoever to the said piece or parcel of land, buildings and premises or any of them in anywise appertaining or heretofore occupied or enjoyed therewith AND all the estate right, title, interest, property claim and demand whatsoever of the donor into and upon the same premises TO HAVE AND TO HOLD the said piece or parcel of land and premises hereby granted, conveyed and assigned unto the donee for ever AND the donor doth hereby covenant with the donee that the donor now hath good right to grant, convey and assign the premises hereby granted, conveyed and assigned unto the donee in manner aforesaid AND that the donee shall and may at all times hereafter peaceably and quietly possess and enjoy the said premises free from all incumbrances whatsoever without any lawful eviction interruption claim or demand whatsoever from or by the donor AND further the donor and all persons having or lawfully or equitably claiming any estate or interest in the said premises or any part thereof from under or in trust for the donor shall and will from time to time and at all times hereafter at the request and cost of

* Retain only if order exceeds Rs. 10,000.

the donee do execute and register or cause to be done executed and registered all such acts, deeds and things whatsoever for further and more perfectly assuring the said premises and every part thereof unto the donee in manner aforesaid or as shall or may be reasonably required and the donee doth hereby convenant with the donor that he will at all times hereafter bear, pay and discharge all existing and future taxes, charges or assessments payable in respect of the aforesaid land and premises inclusive of the ground-rent or assessment of Rs. or any other sum that may from time to time be levied as such upon the piece or parcel of land by the Collector of the district on behalf of the Central Government or the Government of Madras.

The schedule above referred to.

ALL that piece or parcel of land and premises situated in the village/town of in the registration sub-district of in the registrationdistrict of and bounded on the north by , on the south by , on the east by and on the west by bearing Survey No. and containing on the whole by admeasurement or thereabouts.

Signed by the Commissioner of the panchayat union of in the presence of :

Signed, sealed and delivered by the abovenamed in the presence of :

The common seal of the panchayat union council was hereunto affixed in the presence of :

IN WITNESS whereof the common seal of the panchayat union council of the donor was hreunto affixed and the donee hath hereunto set his hand and seal the day and year first above written.

SCHEDULE III.

[*See* rules 4 (2) and 5 (2).]

Form III (*a*).

Transfer by lease.

THIS INDENTURE made the day of 19 between the panchayat union council of constituted under Madras Act XXXV of 1958 (hereinafter called "the lessor" which expression where the context admits shall include its successors and assigns) of the one part AND son of , residing at and carrying on business as (hereinafter called "the lessee" which expression where the context admits shall include his heirs, executors, administrators, legal representatives and permitted assigns) of the other part.

Collector or the lessor forthwith to cancel this lease by notice in writing addressed to the lessee at his last known place of residence and thereupon this demise shall absolutely determine and the lessee shall not be entitled to any compensation whatsoever in respect of such determination except a proportionate abatement of any rent that may have been paid by the lessee in advance.

The first schedule above referred to.

ALL THAT piece or parcel of land and premises situated in the village/town of in the registration sub-dictrict of in the registartion district of and bounded on the north by on the South by , on the west by and on the east by bearing Survey No. and Door No. and containing on the whole by admeasurement be the same more or less.

The second schedule above referred to.

Conditions imposed by the Collector

Signed by the Commissioner of panchayat union in the presence of

The common seal of the panchayat union council of was hereunto affixed in the presence of

Signed, sealed and delivered by the abovenamed in the presence of

IN WITNESS whereof the common seal of the panchayat union council of the lessor was hereunto affixed and the lessee hath hereunto set his hand and seal the day and year first above written.

Form III (*b*).

[*See* rule 6 (2).]

Transfer by lease.

THIS INDENTURE made the day of 19 between the panchayat union council of constituted under Madras Act XXXV of 1958 (hereinafter called "the lessor" which expression where the context admits shall include its successors and assigns) of the one part and son of , residing at and carrying on business as (hereinafter called "the lessee" which expression where the context admits shall include his heirs, executors, administrators, legal representatives and permitted assigns) of the other part.

WHEREAS the lessee has applied to the lessor for a lease of the property more particularly described in the first schedule hereto for the period and at the rate of rent and subject to the terms and conditions hereinafter contained and whereas the lessor has agreed to grant a lease of the said property in manner hereinafter contained :

* (AND WHEREAS the Collector of district by an order No. dated day of has sanctioned the lease of the property on and subject to the special conditions contained in the second schedule hereto).

AND WHEREAS due notice of the lease of the property has been given in accordance with the provisions of the rules relating thereto :

NOW THIS INDENTURE WITNESSETH AS FOLLOWS :—

1. In consideration of the rent hereby reserved and of the covenants by the lessee herein contained the lessor demises unto the lessee all that piece of land forming part of the road side/ street margin and more particularly described in the schedule attached hereto for a term of years from the day of 19 paying therefor in advance the rent of Rs. for each year clear of all such deductions, the first of such payments to be made on the day of 19 .

2. The lessee covenants with the lessor as follows :—

(a) To pay the reserved rent on or before the 1st day of each year in advance and in manner aforesaid.

(b) To bear pay and discharge all existing and future taxes, charges, assessments and outgoing payable in respect of the demised land (inclusive of the ground-rent of Rs. or any other sum that may from time to time be levied as such upon the piece or parcel of land by the Collector of the district on behalf of the Central Government or the Government of Madras).

(c) To keep the demised land in good condition.

(d) Not to make or permit to be made under any circumstances any alterations in or additions to the demised land without the previous consent in writing of the lessor or its duly authorized officers provided always that if the lessee is permitted to make any alterations by the lessor or its duly authorized officers the lessee shall not be entitled to any compensation therefor.

(e) To permit the lessor and its authorized officers, or agents with or without workmen at all reasonable times on giving one day's previous notice to enter upon the demised land and to view the condition thereof.

(f) To use the demised land only for the purpose for which it is leased.

* Retain if necessary.

Collector or the lessor forthwith to cancel this lease by notice in writing addressed to the lessee at his last known place of residence and thereupon this demise shall absolutely determine and the lessee shall not be entitled to any compensation whatsoever in respect of such determination except a proportionate abatement of any rent that may have been paid by the lessee in advance.

The first schedule above referred to.

ALL THAT piece or parcel of land and premises situated in the village/town of in the registration sub-dictrict of in the registartion district of and bounded on the north by on the South by , on the west by and on the east by bearing Survey No. and Door No. and containing on the whole by admeasurement be the same more or less.

The second schedule above referred to.

Conditions imposed by the Collector

Signed by the Commissioner of panchayat union in the presence of

The common seal of the panchayat union council of was hereunto affixed in the presence of

Signed, sealed and delivered by the abovenamed in the presence of

IN WITNESS whereof the common seal of the panchayat union council of the lessor was hereunto affixed and the lessee hath hereunto set his hand and seal the day and year first above written.

Form III (*b*).

[*See* rule 6 (2).]

Transfer by lease.

THIS INDENTURE made the day of 19 between the panchayat union council of constituted under Madras Act XXXV of 1958 (hereinafter called "the lessor" which expression where the context admits shall include its successors and assigns) of the one part and son of , residing at and carrying on business as (hereinafter called "the lessee" which expression where the context admits shall include his heirs, executors, administrators, legal representatives and permitted assigns) of the other part.

WHEREAS the lessee has applied to the lessor for a lease of the property more particularly described in the first schedule hereto for the period and at the rate of rent and subject to the terms and conditions hereinafter contained and whereas the lessor has agreed to grant a lease of the said property in manner hereinafter contained :

* (AND WHEREAS the Collector of district by an order No. dated day of has sanctioned the lease of the property on and subject to the special conditions contained in the second schedule hereto).

AND WHEREAS due notice of the lease of the property has been given in accordance with the provisions of the rules relating thereto :

NOW THIS INDENTURE WITNESSETH AS FOLLOWS :—

1. In consideration of the rent hereby reserved and of the covenants by the lessee herein contained the lessor demises unto the lessee all that piece of land forming part of the road side/street margin and more particularly described in the schedule attached hereto for a term of years from the day of 19 paying therefor in advance the rent of Rs. for each year clear of all such deductions, the first of such payments to be made on the day of 19 .

2. The lessee covenants with the lessor as follows :—

(a) To pay the reserved rent on or before the 1st day of each year in advance and in manner aforesaid.

(b) To bear pay and discharge all existing and future taxes, charges, assessments and outgoing payable in respect of the demised land (inclusive of the ground-rent of Rs. or any other sum that may from time to time be levied as such upon the piece or parcel of land by the Collector of the district on behalf of the Central Government or the Government of Madras).

(c) To keep the demised land in good condition.

(d) Not to make or permit to be made under any circumstances any alterations in or additions to the demised land without the previous consent in writing of the lessor or its duly authorized officers provided always that if the lessee is permitted to make any alterations by the lessor or its duly authorized officers the lessee shall not be entitled to any compensation therefor.

(e) To permit the lessor and its authorized officers, or agents with or without workmen at all reasonable times on giving one day's previous notice to enter upon the demised land and to view the condition thereof.

(f) To use the demised land only for the purpose for which it is leased.

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* Retain if necessary.

(g) Not to assign or under-let or part with the possession of the demised land or any part thereof without first obtaining the written consent of the lessor or its authorized officers.

(h) To yield up the demised land in good condition in accordance with the covenants herein contained.

3. The lessor covenants with the lessee that the lessee paying the rent hereby reserved and observing and performing the several covenants and stipulations herein on his part contained shall peaceably hold and enjoy the demised land during the said term wtihout any interruption by the lessor or any person rightly claiming under or in trust for the lessor.

4. The lease is liable to be terminated at any time within the period of the lease without payment of any compensation to the lessee if in the opinion of the lessor or of the District Collector, it is necessary in the public interest to remove any structure erected on the demised land.

5. If the rent hereby reserved or any part thereof is not paid whether formally demanded or not in accordance with the stipulation herein contained or if any covenant on the lessees' part herein contained shall not be performed or observed or if the lessee or other person in whom for the time being the term hereby created shall be vested shall become insolvent then and in any of the said cases it shall be lawful for the lessor or its authorized officers at any time thereafter to re-enter upon the demised land or any part thereof in the name of the whole and thereupon this demise shall absolutely determine but without prejudice to the right of action of the lessor in respect of the breach of any of the lessees' covenants herein contained.

6. If either party shall desire to determine the present demise and shall give to the other party three calendar month's previous notice in writing of such desire then immediately on the expiration of the three calendar months the present demise and everything herein contained shall cease and be void but without prejudice to the remedies of either party against the other in respect of any antecedent claim or breach of covenant.

7. On the expiry of the period for which the lease is granted unless the lease is renewed by the lessor or when the lease is terminated under clause 4 the lessee is bound to remove all the structures existing on the demised land. If the lessee fails to remove the structure within three months from the date on which the lease expired or within three months from the date of the receipt of a notice under clause 4 whichever is earlier the lessor shall be at liberty to cause the same to be removed without notice to the lessee and the lessee hereby makes himself liable for the costs

of such removal and the lessee shall not claim any compensation for the structure so removed or for any damage or loss caused by such removal.

The first schedule above referred to.

ALL THAT piece or parcel of land and premises situated in the village/town of in the registration sub-district of in the registration district of and bounded on the north by on the south by on the west by and on the east by bearing Survey No. and Door No. and containing on the whole by admeasurement be the same more or less.

The second schedule above referred to.

Conditions imposed by the Collector of district.

Signed by the Commissioner of Panchayat Union in the presence of

The common seal of the Panchayat Union Council was hereunto affixed in the presence of

Signed, sealed and delivered by the abovenamed in the presence of

In witness whereof the common seal of the panchayat union council of the lessor was hereunto affixed and the lessee hath hereunto set his hand and seal the day and year first above written.

NOTIFICATION NO. 2.

In exercise of the powers conferred by sub-sections (1) and (2) of section 113 of the Madras Panchayats Act, 1958 (Madras Act XXXV of 1958), the Governor of Madras hereby makes the following rules :—

RULES PROHIBITING OR REGULATING THE GRANT OF LICENCES AND PERMISSIONS.

I. *Application for grant of licence under section III.*

1. The owner or occupier of any place within the limits of a village or town shall, within the time specified in section 159 (1) of the Madras Panchayats Act, 1958, apply to the Commissioner of the Panchayat Union for a licence or renewal licence for the use of such place for any of the purposes notified under sub-section (1) of section 111 of the said Act.

2. The Commissioner may by an order in writing, grant or refuse to grant such licence. In the former case, he may impose such restrictions, conditions and regulations, as he thinks fit to ensure the prevention of danger to human life, health or property in general, and in respect of the following matters in particulars :—

(i) cleanliness of place;

(ii) proper drainage;

(iii) proper ventilation and lighting;

(iv) elimination or reduction of nuisance caused by noise or smell, and dangerous effluvia and effluvents;

(v) safety of workmen;

(vi) prevention of occupational hazards;

(vii) safety of food and drink in food establishments; and

(viii) prevention of spread of communicable diseases.

In the latter case, the reasons for refusal, which shall be communicated to the person or persons concerned, may be on grounds of danger to human life, health or property in general, and in particular—

(i) if the place is unsuitable for the purpose due to lack of ventilation and lighting or overcrowding;

(ii) if it forms part of a dwelling house;

(iii) if it lacks proper drainage arrangements;

(iv) if the use of the place for the purpose will be a source of nuisance to neighbours by reason of noise, vibration, smoke, dust, effluvia, or waste liquids; or

(v) if the carrying on of the trade is not permissible under any other law or rules or by-laws framed thereunder.

3. Every such licence shall expire at the end of the year unless for special reasons the Commissiner consdiers it should expire at an earlier date, when it shall expire at such earlier date, as may be specified therein.

II. *Application for grant of permission under section* 112.

4. Every person intending (*a*) to construct or establish any factory, workshop or work place in which it is proposed to employ steam power, water power or other mechanical power or electrical power or (*b*) to install in any place any machinery or manufacturing plant driven by any power as aforesaid not being machinery or manufacturing plant exempted by the rules made under the said Act, shall before beginning such construction, establishment or installation, make an application in writing to the Panchayat Union, Council for permission to undertake the intended work.

Explanation.—For the purposes of these rules, the expressions "construction and establishment" include "reconstruction and extension" respectively.

5. The application under rule 4 shall be accompanied by—

(i) Five copies of the plan of the factory, workshop, work place or premises, one for being sent to the District Health Officer, two for being sent to the Director of Town-Planning, one to be returned with his remarks and the other for being retained in his office, one for record in the office of the Panchayat Union Council and one for being returned to the applicant with the orders of the Panchayat Union Council;

(ii) such particulars as to the power, machinery, plant or premises as the Panchayat Union Council may require by by-laws made in this behalf; and

(iii) one set of plans of the factory, workshop, work place or premises bearing the approval granted by the Chief Inspector of Factories as required by the Factories Act, 1948, in cases where the Factories Act, 1948, and the Madras Factories Rules, 1950, apply provided that the Government may exempt any factory, workshop or work place from the operation of this rule.

6. (1) In the case of factories to which the Factories Act, 1948, and the Madras Factories Rules, 1950, do not apply, the Commissioner shall obtain the prior approval of the Inspector of Factories concerned for all plans for the construction or establishment of any factory, workshop or work place or the installation of new or additional machinery, or replacement of machinery before permission is granted by the Panchayat Union Council. The Inspector of Factories shall, in according his approval, take into consideration, the following factors :—

(i) the adequacy of the provisions for ventilation and light;

(ii) the sufficiency of the height and dimensions of the rooms and doors and safety provisions; and

(iii) the suitability of the exits to be used in case of fire.

(2) In the case of factories to which the Factories Act, 1948, and the Madras Factories Rules, 1950, apply, the Commissioner may proceed to deal with the application for permission on the strength of the plan accompanying it, which has been already approved by the Chief Inspector of Factories and the covering letter in which it has been approved.

(3) The Inspector of Factories shall, within thirty days of the date of receipt of the application in his office, grant the approval referred to in sub-rule (1) or refuse to grant it.

7. The Panchayat Union Council shall, as soon as may be after the receipt of the application and within sixty days from the date of receipt—

(*a*) grant the permission applied for either absolutely or subject to such conditions as it thinks fit to impose, or

(*b*) refuse permission, if it is of opinion that such construcsion, estblishment or installation is objectionable by reason of the density of the population in the neighbourhood or that it is likely to cause nuisance.

8. Before granting permission under clause (*a*) of rule 7, the Panchayat Union Council—

(*a*) shall obtain the approval of the Director of Town-Planning as regards—

(i) the suitability and adequacy of the site of the factory, workshop, work place or premises for the purpose and (ii) the laying out, arrangements and architectural appearance of buildings; and

(*b*) shall consult and have due regard to the opinion of the District Health Officer as regards the suitability of the site of the factory, workshop, work place or premises for the purposes specified in the application from the public health point of view.

The Director of Town-Planning or the District Health Officer shall communicate his approval or opinion within forty days from the date of receipt of the reference in this behalf.

9. Permission shall not be granted to factories located in buildings with have already been objected to by the Chief Inspector of Factories or the Inspector of Factories as the case may be, or where the plan of the factory has not been approved by him, or to factories located in buildings which are obviously unsuitable for housing factories, considering the standards of lighting, ventilation and temperature conditions required by the Factories Act, 1948.

10. The grant of permission under section 112 of the Madras Panchayats Act, 1958, shall not be deemed to dispense with the necessity for compliance with the rule, if any, made under clause (xxxiii) of sub-section (2) of section 178 of the Madras Panchayats Act, 1958, or the building regulations, if any, in force in the area within the jurisdiction of the Panchayat Union Council.

11. (1) If, in any factory, workshop or work place in which steam power or other mechanical power or electrical power is used, nuisance is caused by reason of the particular kind of fuel employed or by reason of the noise or vibration created, the Panchayat Union Council may issue such directions as it thinks fit for abatement of the nuisance within a reasonable time to be specified for the purpose.

(2) If there has been wilful default in carrying out such directions, or if abatement is found impracticable, the Panchayat Union Council may—

(a) prohibit the use of the particular kind of fuel employed, or

(b) restrict the noise or vibration by prohibiting the working of the factory, workshop or work place between the hours 9-30 p.m. and 5-30 a.m.

12. (1) Every Town Panchayat shall set apart and any Panchayat Union Council may, or if so required by the Revenue Divisional Officer concerned shall set apart specified areas in the town or village as the case may be for industrial purpose with the approval of the District Health Officer and the Director of Town-Planning.

(2) Where industrial areas have been set apart under sub-rule (1), the Panchayat Union Council shall refuse to grant permission for the construction or establishment of any factory; workshop or work place or for installation of any machinery or manufacturing plant (other than electric machinery not exceeding 20 hp.) outside such areas.

NOTE.—This rule shall not apply to factories established in accordance with rules made in pursuance of section 6 (1) (a) of the Factories Act, 1948.

CHAPTER II—TAXATION AND FINANCE.

NOTIFICATION No. 3.

In exercise of the powers conferred by sub-section (2) of section 71, section 74 and sub-section (1) of section 178 of the Madras Panchayats Act, 1958 (Madras Act XXXV of 1958), the Governor of Madras hereby makes the following rules.

RULES.

Licensing of pandal and temporary structures on road margins vested in the Highways and Rural Works Department in Panchayat areas.

1. The Commissioner of a Panchayat Union shall have power to grant licence for the erection of pandals and other temporary structures on margins of roads, vested in the Highways and Rural Works and Public Works Departments within the limits of the village in connexion with fairs and festivals, subject to the general conditions, if any, which may be imposed by the Panchayat Union

Council and in addition to the general directions which the officers of the Highways and Rural Works and Public Works Departments may issue from time to time.

2. The occupation of such sites shall be allowed only temporarily during a fair or festival. The period for which such occupation is permitted shall, in no case, exceed three days before the commencement and three days after the termination, of the fair or festival exclusive of the actual period of its duration.

3. The licence fee shall be paid to the Panchayat Union Council in advance otherwise, the licence applied for shall be refused. The acceptance of the pre-payment of the fee for licence shall not entitle the person making such pre-payment to the licence but only to the refund of the fee in case of refusal of the licence.

4. The income derived by the levy of fees for such occupation shall be used primarily for special sanitary arrangements and lighting connected with fairs or festivals, and the balance remaining, if any, shall be utilized for the improvement of the general sanitary condition of the village in which fairs or festivals are held.

The income derived from the levy of licence fees and the expenditure incurred therefrom shall be shown under separate accounts.

5. The Panchayat Union Council shall have no right to trees, if any, standing on the site or to the usufruct therefrom. It shall be solely responsible for any loss of, or damage to trees or produce caused by a licensee during the period of occupation of the site and shall be liable to pay such compensation as may be fixed by the Highways and Rural Works and Public Works Departments in respect of the loss or damage.

6. No masony or other permanent strictures shall be erected on the side.

7. The Panchayat Union Council shall be responsible for the removal of all temporary structures erected on the site in connexion with fairs or festivals and the restoration of the site of Government in its original condition at the end of the fair or festival.

8. Any person applying for a licence shall, in addition to the payment of the licence fee, deposit a sum equivalent to 25 per cent of that fee, which shall be refunded to him at the time of his vacating the site, provided he restores the site in its original condition, failing which the cost of restoration shall be met from the deposit and the balance left, if any, shall be refunded to him.

9. Neither the Panchayat Union Council nor any person permitted by the Panchayat Union Council to occupy any site or portion thereof shall be entitled to claim compensation from the Government under any circumstances.

10. The Commissioner of the Panchayat Union shall report to any officer of the Revenue Department, not below the rank of a Revenue Inspector, any cases of unauthorized occupation, to enable him to take such action as is deemed necessary under the Madras Land Encroachment Act, 1905 (Madras Act III of 1905).

NOTIFICATION No. 4.

In exercise of the powers conferred by clause (xxiv) of sub-section (2) of section 178 of the Madras Panchayats Act, 1958 (Madras Act XXXV of 1958), the Governor of Madras hereby makes the following rules.

RULES.

Form and contents of Licences, Permissions, etc.

1. All licences, permissions and notices granted or issued under the Act or any rule or by-law made thereunder shall be in writing.

2. Every licence or permission granted under the Act or any rule or by-law made thereunder shall specify the period, if any, for which, and the restrictions, limitations and conditions subject to which, the same is granted, and shall be signed by the Commissioner or by some person duly authorized by the Commissioner in that behalf and every order granting such licence or permission shall be published on the notice board of the Panchayat Union Council.

3. (1) Any licence or permission granted under the Act or any rule or by-law made thereunder may, at any time, be modified, suspended or cancelled by the Commissioner if any of its restrictions, limitations or conditions is evaded or infringed by the grantee, or if the grantee is convicted of a breach of any of the provisions of the Act, or of any rule, by-law or regulation made thereunder in any matter to which such licence or permission relates, or if the grantee has obtained the same by misrepresentation or fraud. An appeal shall lie to the Panchayat Union Council against any order of the Commissioner under this rule modifying, suspending or cancelling a licence and no such appeal shall be heard unless it is received in the office of the Panchayat Union within ten days after the date of receipt by the grantee of the order appealed against.

(2) A second appeal shall lie to the Revenue Divisional Officer against the orders of the Panchayat Union Council under sub-rule (1) within thirty days of the date of receipt by the grantee of the orders appealed against.

4. Every order of the authority competent under the Act or rule or by-law made thereunder to pass an order refusing, modifying, suspending or cancelling a licence or permission shall be in writing and shall state the grounds on which it proceeds.

5. When any liience or permission is suspended or cancelled or when the period for which it was granted, or within which application for renewal should be made, has expired, whichever expires later, the grantee shall for all purposes of the Act, or any rule or by-law made thereunder be deemed to be without a licence or permission, until the order suspending or cancelling the licence or permission is cancelled or until the licence or permission is renewed, as the case may be.

6. The grantee of every licence or permission shall at all reasonable times, while such licence or permission remains in force, produce the same at the request of the Commissioner.

7. When any notice is required by the Act or by any rule, by-law, regulation or order made thereunder, to be served on, or sent to, any person, the service or sending thereof may be effected—

(i) by giving or tendering the said notice to such person; or

(ii) if such person is not found, by leaving such notice at his last known place of abode or business, or by giving or tendering the same to some adult member or servant of his family; or

(iii) if such person does not reside in the village or town and his address elsewhere is known to the Commissioner by sending the same to him by registered post; or

(iv) if none of the means aforesaid be available by affixing the same in some conspicuous part of such place of abode or business.

8. When the person is an owner or occupier of any building or land, it shall not be necessary to name the owner or occupier in the notice and in the case of joint owners or occupiers, it shall be sufficient to serve it on or send it to one of such owners or occupiers

9. Whenever in any bill or notice, form or other document served or sent under the Act, a period is fixed within which any tax or other sum is to be paid or any work executed, or anything

provided, such period shall, in the absence of any distinct provision to the contrary in the Act or the rules framed thereunder, be calculated from the date of such service or sending.

10. Whoever fails to produce a licence or permission on request under rule 6 shall be punishable with fine which may extend to five rupees.

11. In these rules, the term "the Act" means the Madras Panchayats Act, 1958.

NOTIFICATION No. 5.

Receipts and Expenditure of Panchayat Union Councils.

In exercise of the powers conferred by sub-section (1) of section 112, section 159 and clauses (xii), (xvi) and (xxiv) of sub-section (2) of secton 178 of the Madras Panchayats Act, 1958 (Madras Act XXXV of 1958), the Governor of Madras hereby makes the following rules.

RULES.

Part I—Receipts.

1. *Fees for licences and permissions.*—(1) Every licence or permission granted under the Madras Panchayats Act, 1958 (Madras Act XXXV of 1958), or any rule or by-law made thereunder, shall be issued in such form as may be laid down in that behalf by the Government from time to time.

(2) The fee payable in respect of every such licence or permission shall be collected in advance when the application for the licence or permission is presented.

(3) The particulars relating to the collection of fee and to the grant of such licence or permission shall be entered consecutively in the register of licences and permissions which shall be maintained in such form as may be laid down by the Government from time to time.

(4) Every person to whom such licence or permission is granted shall be furnished with a copy of the conditions subject to which the same is granted.

2. *Income from endowments and trusts.*—(1) The Commissioner of the Panchayat Union shall maintain or cause to be maintained in the office of the Panchayat Union Council an up-to-date record of every endowment or trust managed by it. Such record shall show—

(*a*) the authority under which the management of the endowment or trust was vested in the Panchayat Union Council;

(*b*) the assets and sources of income of the endowment or trust; and

(*c*) the expenditure chargeable to the endowment or trust.

(2) The Commissioner of the Panchayat Union shall, in addition to the record referred to in sub-rule (1), maintain or cause to be maintained in the office of the Panchayat Union Council a register of endowments and trusts showing in separate pages the yearly transactions relating to each endowment or trust.

3. *Contributions.*—The receipt of contributions payable to a Panchayat Union Council from the Government, other Panchayat Union Councils, Municipal Councils, other local authorities and private persons shall be watched through the miscellaneous demand register.

4. *Avenue receipts.*—The receipts from the sale of the produce of usufruct of trees shall be watched by the Commissioner through the miscellaneous demand register.

5. *Sale-proceeds of tools and plant, sweepings, old stores and materials.*—The orders of the Panchayat Union Council shall be taken for the disposal of old and unserviceable tools, plant, stores and materials and of sweeping. Such tools, plant, stores, materials and sweeping shall be sold in public auction unless otherwise ordered by the Panchayat Union Council for specific reasons to be recorded. The sales shall be subject to confirmation by the Panchayat Union Council. The receipts from all such sales shall be shown in the register of miscellaneous sales.

6. *Fees from markets, cart-stands, landing or halting places, slaughter houses, fisheries and ferries.*—(1) Where the right to collect fees in respect of the use of any market, cart-stand, landing or halting place, slaughter-house, fishery or ferry is proposed to be leased out by the Panchayat Union Council the Commissioner shall prepare a preliminary notice setting forth the conditions and terms subject to which the lease will be granted.

(2) The conditions and terms set forth in the preliminary notice shall be approved by the Panchayat Union Council :

Provided that such approval shall not be necessary if the notice has been previously approved, unless there are any changes in its conditions and terms.

(3) The preliminary notice shall set forth the following conditions and terms subject to which the lease will be granted, namely :—

(*a*) No person shall be permitted to bid at the auction, unless he deposits as security such sum as shall be specified in the notice, or if he is in arrears to the Panchayat Union Council in respect of any previous lease.

(*b*) If the period of lease does not exceed one year—

(i) the lesseee shall, within one week of the date of confirmation of the lease in his favour, deposit a sum which together with the security referred to in clause (*a*) would make up one-fourth of the total lease amount. This sum shall ordinarily be adjusted towards the instalments of the lease amount due for the last three months of the year, but it may be adjusted towards any instalment of the lease amount overdue from the lessee; and towards the loss, if any, sustained by re-sale or departmental management; and

(ii) the balance of the lease amount shall be paid within a period of nine months commencing on the 1st April of every year on or before the dates specified in the lease deed.

(*c*) Where the period of lease exceeds one year—

(i) the lessee shall, within one week of the date of confirmation of the lease in his favour, deposit a sum which together with the security referred to in clause (*a*) would make up an amount equal to three instalments of the lease amount. This sum shall ordinarily be adjusted towards the last three instalments of the lease amount due but it may be adjusted towards any instalments of the lease amount overdue from the lessee and towards the loss, if any, sustained by re-sale or departmental management; and

(ii) the balance of the lease amount shall be paid fully within such date as the Panchayat Union Council may determine :

Provided that the date so fixed shall not be later than three months before the expiry of the period of lease;

(*d*) The lease deed shall ordinarily be executed and registered within fifteen days of the date of confirmation of the lease by the Panchayat Union Council;

(*e*) If any instalment due under the lease is not paid within one month of the date on which it becomes payable, the Commissioner shall forthwith report the matter to the Panchayat Union Council which shall thereupon terminte the lease and order its management departmentally at the risk of the lessee till it is re-sold, if a re-sale is ordered.

(4) The preliminary notice shall, after approval by the panchayat union council, be published in the District Gazettee. A copy of the notice shall also be affixed in the notice board of the panchayat union council office and in some conspicuous places within the limit of the village/town :

Provided that the panchayat union council may, having regard to the anticipated income from, and the nature of the lease, determine whether the publication of the preliminary notice shall

be effected in the manner laid down in this sub-rule or in any other in any other manner, and in the latter case, shall specify the mode or modes in which the publication shall take place.

(5) The commissioner or a person duly authorized by him shall conduct the auction and shall not permit any person who fails to deposit as security such sum as may be specified in the preliminary notice or who is in arrears to the panchayat union council in respect of any previous lease to bid at the auction.

(6) The commissioner shall, after the auction is completed, place before the panchayat union council a list of the bids at the auction. The panchayat union council shall determine which of the bids at the auction should be accepted. Where the bid accepted is not the highest bid, the reasons for rejecting the bid or bids higher than the one accepted, shall be recorded in writing.

(7) In exceptional cases where sales in publlc auction have proved unsuccessful on at least two occasions, owing to the want of bidders or to strong combination among them or to any other reason, the Commissioner may, with the previous sanction of the Collector, invite sealed tenders for the lease and place such tenders before the panchayat union council. The panchayat union council shall determine which of the tenders shall be accepted. Where the tender accepted is not the highest tender, the reasons for rejecting the tender or tenders higher than the one accepted shall be recorded in writing.

(8) The commissioner on behalf of the panchayat union council shall then enter into a written contract with the person whose bid has been accepted in accordance with the terms and conditions of the preliminary notice.

(9) The collection of the amounts due shall be watched through the miscellaneous demand register.

(10) In the case of every lease, a lease deed shall be executed and it shall specify—

(*a*) the duration of the lease;

(*b*) the amount of each instalment of the rent and the date on or before which it shall be payable;

(*c*) the compensation payable in the case of payment of any instalment after the due date;

(*d*) the liability of the lessee to make good any loss caused to the panchayat union council on resale or through departmental management and resale owing to default on the part of the lessee to fulfil the terms of his contract; and

(e) the rate of the fees to be levied by the lessee in regard to markets, landing places, halting places, cast-stands slaughter-houses, fisheries and ferries.

(11) (a) Every lease deed shall contain an express condition that the lessee shall be liable to pay such ground-rent as the Collector may fix from time to time.

(b) No person shall be allowed to exercise his rights under the lease until he has executed the lease deed.

7. *Collection of fees.*—(1) Where any market, cart-stand, landing or halting place, slaughter-house, fishery or ferry is managed departmentally, all fees levied in respect of the use thereof shall be collected by means of tickets printed and supplied by the commissioner.

(2) The tickets shall be printed in foil and counterfoil in different colours for different rates of fees, the rates being printed in each case. Each kind of ticket shall be bound in books of 100 each and shall bear consecutive machine numbers. Before issue to the collecting officers, they shall be stamped, with the common seal of the panchayat union council in the presence of the commissioner or any person authorized by him in this behalf.

(3) A register in two parts shall be maintained in the office of the panchayat union council in respect of these tickets.

The first part shall be a stock register, the entries for receipts being attested by the commissioner or an officer authorized by him and the entries for issue being attested by the collecting officer concerned.

The second part shall be a personal ledger account for each officer entrusted with the collection of revenue by means of these tickets. It shall be debited with the number and value of each kind of ticket issued to each collecting officer and shall be credited with the amount of collections paid by him into the office of the panchayat union council. Remittances shall be made by the collecting officer every day and shall be accompanied by the details of the number and value of each kind of ticket issued by him.

(4) Where any ticket book has been completely used, the counterfoil shall be sent to the office of the panchayat union council for check with actual credits.

(5) The collecting officer shall also keep an account of the tickets entrusted to him and the collection made by him. The daily collections by each kind of ticket shall be entered in such account and the balance struck at the end of every day. The account and the stock of tickets shall be verified at regular intervals by the commissioner or any officer authorized by him, who shall certify to such verification.

8. *Income from buildings, lands and other immovable property.*—(1) If any building belonging to a panchayat union council is rented out or if any land or other immovable property belonging to such panchayat union council is leased out, the prompet recovery of the rent of such building or the amount due under such lease shall be watched through the miscellaneous demand register.

(2) A register in such form as may be laid down by the Government from time to time shall be maintained in every traveller's bungalow, rest-house or chatram under the control of the panchayat union council and the person ocupying such traveller bungalow, rest-house or chatram, shall be required to enter the particulars specified in the register. Fees shall be charged for such occupation at the rates determined by the panchayat union council.

9. *Recoveries for services rendered.*—Save as otherwise provided in the Madras Panchayats Act, 1958 (Madras Act XXXV of 1958), no work for any private individual or body shall be undertaken by a panchayat union council unless the estimated cost thereof has been paid in advance.

10. *Miscellaneous Bill Register.*—All transactions relating to miscellaneous dues for which miscellaneous bills are issued shall be recorded in the miscellaneous bill register.

11. *Refunds of revenue.*—No item of revenue received by a panchayat union council shall be refunded without the sanction of the panchayat union council. The sanction accorded by the panchayat union council shall lapse after one year from the date of grant thereof and thereafter a fresh sanction shall be necessary.

Bills for refunds of revenue shall be drawn in such form as may be laid down by the Government from time to time. As soon as a refund is made, a note of the grant thereof shall be made aganst the original credit entry in the relevant accounts.

12. *Sale of usufruct of trees, wind fallen trees, etc.*—(1) All sales of—

(*a*) the produce or usufruct of trees;

(*b*) wind fallen and withered trees;

(*c*) sweepings;

(d) tools and plant;

(*e*) old stores and materials; and

(*f*) leases of buildings and lands belonging to the panchayat union council shall be effected by public auction which shall be conducted by the commissioner or by a person duly authorized by him who shall give full publicity thereto in such manner

as he considers suitable. The bids at the auction shall be placed by the commissioner before the panchayat union council which shall determine which of the bids should be accepted. Where the bid accepted is not the highest bid the reasons for rejecting a bid or bids higher than the one accepted shall be recorded in writing :

Provided that in the case of lands and buildings referred to in clause (f) when it is advantageous to renew the lease in favour of the person to whom it was originally granted, the panchayat union council may, with the previous sanction of the Collector, dispense with public auction.

(2) The articles sold shall not be allowed to be taken possession of by the successful bidder until he has paid the full amount payable by him.

(3) All sales shall be shown in the register of miscellaneous sales and all realizations of sale amounts shall be entered therein.

13. *Security for collection of fees.*—Security adequate in the opinion of the commissioner shall be in all cases be taken for the due fulfilment of the terms of a lease of the produce or usufruct of trees or of the right to collect fees in respect of markets, cart-stands, landing places or halting places, slaugher-houses, fisheries or of any other similar right. The security so taken shall not be repaid to the lessee unless and until he has satisfactorily complied with all the terms of the lease. But the amount of security may be adjusted towards the last instalment due under the lease.

14. *Receipt of moneys.*—All moneys received by the commissioner or under his authority by an officer or servant of the panchayat union council including a Government servant whose services have been placed a the disposal of the panchayat union council in his capacity as such, shall be brought into account as soon as they are received. All moneys so received shall be paid into the panchayat union council office daily.

15. *Utilization of moneys.*—No moneys received on behalf of the panchayat union council shall be utilized for its expenditure without first being brought into account and paid or remitted into the treasury, bank or co-operative society where the funds of the panchayat union council are lodged.

16. *Payment into a treasury, bank or co-operative society.*—Every payment into a treasury, bank or co-operative society shall be accompanied by a chalan, which shall show the amount of the payment made, the nature thereof and the person or office on whose account it is made.

17. *Application of capital receipts to ordinary expenditure.*—No panchayat union council shall apply its capital receipts, such as sale proceeds of land, buildings or machinery, to ordinary expenditure without the previous sanction of the Collector.

18. *Supply of collection book.*—Every panchayat union council servant or the village headman entrusted with the collection of revenue due to panchayat union council on bills previously issued in the panchayat union office shall be supplied with a collection book.

19. *Collection of taxes and other revenues.*—Collection of taxes and other panchayat union council revenue made by bill-collectors or other out-door subordinates or village headmen shall be remitted into the office of the panchayat union council through a collection register maintained in the office of the panchayat union council.

20. *Issue of receipts.*—Receipts in the form laid down by the Government shall be given for all moneys received in the panchayat union council office from the public except in the case of receipts aknowledged in the office collection register. Such receipts shall be signed by the commissioner or by any other person authorized by him.

21. *Cash book and subsidiary registers.*—The commissioner shall maintain or cause to be maintained in such form as may be laid down by the Government from time to time, the following accounts and registers in the panchayat union office :—

(1) Cash book.

(2) Collection register of tax on vehicles.

(3) Register of licences and permissions.

(4) Miscellaneous demand register.

(5) Register of revenue yielding properties.

(6) Collection book.

(7) Register of bills passed for payment.

(8) Register of miscellaneous sales.

(9) Miscellaneous bill register.

(10) Register of endowments and trusts.

(11) Chitta.

(12) Acquittance register.

(13) Miscellaneous receipts.

(14) Audit register.

PART II—EXPENDITURE.

22. *Payment from panchayat union council fund.*—All payments out of the panchayat union council fund in respect of bills presented to the panchayat union council shall be made only after the bills are passed by the commissioner or by some person duly authorized in that behalf by the commissioner.

23. *Payment by cheque.*—Payments shall be made only by cheques drawn in favour of the parties on the treasury, bank or co-operative society where the funds of the panchayat union council are lodged. Self-cheques shall be drawn by the commissioner only for payments to be made to himself and to the establishment. Where the funds of a panchayat union council are lodged in the Post Office Savings Bank, the commissioner shall withdraw the amount required for payment and disburse it to the parties concerned.

24. *Sanction of permanent advance.*—A panchayat union council may sanction a permanet advance to the commissioner for incurring petty contingent expenditure. The transaction shall be recorded in a register of contingent charges and the permanent advance recouped whenever it is exhausted.

25. *Drawal of cheques.*—Where the commissioner or other of a panchayat union council is authorized to draw cheques against the funds of the panchayat union council lodged in a Government treasury or bank or co-operative society makes over charge of his office either temporarily or permanently, he shall send a specimen of the signature of the relieving officer together with a certificate in the form given below to the treasury officer or the local official of the bank, or the Post-master or Secretary of the co-operative society as the case may be.

Form of certificate.

• • • • •

A.B.

Signature and designation of the relieving officer.

I certify that the above is the signature of the officer to whom I have made over charge of my office with effect from the forenoon/afternoon of (date) day of (month) 19

C.D.

Signature of the officer making over charge with date.

26. *Maintenance of cheque books.*—Cheque books shall be kept in the personal custody of the drawing officer and when a transfer of charge takes place, a note shall be recorded in the cash

book over the signature of both the relieved and the relieving officers showing the number of unused cheques and cheque books made over and received by them respectively.

27. *Procedure for claims against the panchayat union council fund.*—(1) Every person having any claim against the panchayat union fund shall present a bill at the panchayat union office. Wherever possible such bill shall be in the form, if any, provided for the purpose and the claimant shall duly date and sign the same and stamp it where necessary.

(2) Wherever possible printed forms shall be used in preparing bills.

(3) Where a claimant presents a bill in a form different from the form provided for the purpose, a separate bill in the proper form shall be prepared by the officer incurring the expenditure and the claimant's bill shall be attached thereto as a sub-voucher.

(4) Every bill shall be presented to the chief ministerial officer of the panchayat union council who shall enter it in the register of bills and then check and examine the bill as regards its admissibility with reference to sanction or other documents, the propriety of the claim and the arithmetical accuracy. If on such check and examination the bill is found to be correct and in order it shall be placed before the commissioner for signing the pay order in the bill.

28. *Acknowledgment for receipt of money.*—(1) Separate acknowledgments (stamped where necessary) shall be taken in the acquittance register from each officer or servant of the panchayat union council to whom any salary or allowance is paid except where the drawer of the bill is the sole payee and has already furnished a receipt (stamped where necessary) on the bill itself.

(2) Where any officer or servant of a panchayat union council makes any payment from any sum drawn by him, he shall, unless a receipt (stamped where necessary) has been furnished on the bill itself, obtain and attach to the bill a separate receipt (stamped where necessary).

29. *Sanction of expenditure.*—Where any item of expenditure requires the sanction of any authority higher than the officer or servant drawing the bill, such sanction shall be obtained and the term thereof shall be quoted on the bill.

30. *Certificate for sanctioning of expenditure.*—(1) No item of expenditure shall be sanctioned by a panchayat union council unless a certificate in the following form has been furnished in respect thereof.

The amount may be met from the budget allotment of Rs. under the head :—

	RS.	NP.
The amount spent under this head up to date is ..		
The amount sanctioned up to date but not spent is ..		
The amount to be sanctioned now is		
Total ..		
The balance remaining will be		

If there is no budget provision under the head concerned and the panchayat union council decides to find the amount by re-appropriation from another head, the words ' by re-appropriation ", shall be added after the word ' met '.

The certificate shall be entered in the agenda, circulated before the meeting and, if accepted by the panchayat union council it need not be written again as part of the resolution in the minutes book. If, however, the panchayat union council makes any alteration either in the amount of expenditure or in the head from which the expenditure is to be met, the certificate as amended shall form part of the resolution of the panchayat union council and be entered as such in the minutes book.

(2) A sanction for any fresh charge which has not been acted on for a year shall be held to have lapsed unless it is specifically renewed :

Provided that this sub-rule shall not apply to—

(*a*) a case where an allowance sanctioned for an appointment of a class of officers has not been drawn by a particular incumbent of the appointment or a particular set of officers;

(*b*) additions made gradually from year to year to a permanent establishment under a general scheme which has been sanctioned by proper authority; and

(*c*) expenditure on works which shall be governed by the provisions laid down in sub-rule (3).

(3) (*a*) The sanction to an ordinary annual maintenance estimate shall lapse on the last day of the financial year to which it relates. If, however, inconvenience would arise in any exceptional case from stoppage of the work on that date, the repairs may be carried on to completion, the expenditure incurred after that date being treated as expenditure against a fresh repair estimate for the next year.

(*b*) Estimates for special repairs shall remain current till the completion of the repairs in the same manner as estimates for original works.

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(*c*) The approval or sanction to an estimate for any public work other than annual maintenance shall, unless such work has been commenced, cease to operate after a period of three years from the date from which it was accorded.

31. *Limitation of claims.*—No claim against a panchayat union council (other than one relating to any officer or servant of the panchayat union council which will be governed by rules separately framed in that behalf) shall be paid (1) where the bill in respect thereof is presented more than six months but not more than one year from the date on which the claim became due without the order of the commissioner and (2) where such bill is presented more than one year from the date on which the claim became due without the order of the panchayat union council.

32. *Overpayment.*—The responsibility for the overpayment shall rest primarily with the drawer of a bill who shall be required to make good the overpayment and failing recovery from him the overpayment shall be recovered from the countersigning or passing officer only in the event of the culpable negligence by either of them.

33. *Defalcation or loss of moneys or stamps.*—(1) Any defalcation or loss of moneys or stamps belonging to a panchayat union council shall be reported immediately after discovery to the auditor appointed under section 141 of the Madras Act XXXV of 1958. A further and complete report shall also be submitted to such auditor as soon as may be after the matter has been fully enquired into setting forth the nature and extent of the defalcation or loss, the errors or neglect of rules by which such defalcation or loss was rendered possible, and the prospects of effecting a recovery.

(2) Loss by theft or otherwise of other property belonging to a panchayat union council shall also be reported to the auditor if the value of the property exceeds ten rupees.

(3) The submission of the reports prescribed by sub-rules (1) and (2) shall not be deemed to debar the panchayat union council or the commissioner from taking such further action as may be considered necessary.

NOTE.—(i) Any loss caused to any immovable property belonging to panchayat union councils due to calamity such as fire or flood other than fair wear and tear shall also be reported to the auditor in the form appended to these rules.

(ii) In cases of loss by way of damage to any portion of any immovable property belonging to panchayat union councils, it shall not be necessary to write-off the value of the damaged portion if the damaged portion is replaced or reconstructed within a period of two years from the date of such damage.

(iii) For the purpose of write-off, the value of temporary structures damaged or destroyed which have served the period intended for and which are therefore not proposed to be replaced or reconstructed, the value of such structures shall be assessed as on the date of damage or destruction.

34. *Establishment bills.*—Pay bills shall be prepared in such form as may be laid down by the Government from time to time. The monthly pay bill of the establishments shall be supported either by an absentee statement in such form as may be laid down by the Government from time to time or by a certificate in the bill that no leave has been granted to any member of the establishment.

35. *Increment certificate form.*—To the first pay bill in which a periodical increment is drawn, an increment certificate in such form as may be laid down by the Government from time to time shall be attached.

36. *Drawal of pay of officers.*—The pay of an officer or servant lent by the Government to a panchayat union council or transferred to it from any other local body shall be drawn only after the receipt of a last pay certificate (which shall be in such form as may be laid down by the Government from time to time) granted by the head of his former office. Such certificate shall be attached to the first pay bill drawn after such loan or transfer.

37. *Payment due to a deceased officer or servant.*—(1) Pay, leave salary and allowances may be drawn for the day of death of an officer or servant of the panchayat union council; the hour at which death takes place does not affect the claim.

(2) Payment due to a deceased officer or servant of a panchayat union council shall not be made except on the production of an authority of the nature specified in clauses (i), (ii), (iii), (iv) or (v) of sub-section (1) of section 214 of the Indian Succession Act, 1925 (Central Act XXXIX of 1925) :

Provided that payment, may be made without the production of such authority—

(i) to the extent of Rs. 25 under the orders of the panchayat union council if it is satisfied after such enquiry as it may consider sufficient, about the right and title of the claimant; and

(ii) above Rs. 25 under the orders of the Collector on the execution of an indemnity bond with such security or securities as he may require, if he is satisfied, after such enquiry as he may consider sufficient, about the right and title of the claimant and considers that undue delay and hardship would be caused by insisting on the production of such authority.

38. *Drawal of arrears of pay.*—Arrear pay shall be drawn not in the monthly bill but in a separate bill which shall quote the bill from which the charge was omitted or withheld or on which it was refunded by deducting.

39. *Authority to sign and pass pay bills.*—Pay bills shall be signed and passed by the commissioner.

40. *Date of payment of salaries and allowances.*—Payment of salaries and fixed allowance shall not be made before the first working day of the month following that to which the payment relates :

Provided that in the event of an officer or servant finally quitting the service of the panchayat union council or being transferred to the service of another local body or the Government, payment may be made on the date of such event :

Provided further that when the first six days of a month are public holidays on which payments are not made at the treasury or bank; the amounts may be drawn and paid on the last open day before the holidays.

41. *Responsibility of the drawer of a bill.*—The drawer of a bill for salary and allowances shall be personally responsible for the amount so drawn until it has been disbursed to the proper person or persons concerned and their acquaintances have been obtained. If the payee does not present himself within thirty days from the date of drawal of moneys, the amount drawn for him shall be refunded by short drawal in the next bill. The amount of salary and allowances drawn shall not in any circumstances be placed under deposit.

42. *Audit register.*—In order to facilitate the check of monthly bills for recurring charges, such as establishment, house-rent and conveyance allowance, an audit register shall be maintained in the office of every panchayat union council.

43. *Drawal of travelling allowance.*—Travelling allowance other than fixed travelling allowances shall be drawn in a separate bill in such form as may be laid down by the Government from time to time.

44. *Drawal of conveyance allowance.*—Conveyance allowance shall be drawn in the pay bill of the officer or servant concerned and not on travelling allowance bills. To every bill for conveyance allowance a certificate shall be attached that the conveyance was actually maintained in good order and used by him during the month.

45. *Placing of all bills before panchayat union council.*—All bills for expenditure incurred in a month whether with or without the sanction of the panchayat union council shall be placed before it as early as possible for being passed after such scrutiny as it may consider necessary.

APPENDIX.

[*See* note (i) to sub-rule (2) of rule 33.]

REPORT OF DAMAGE TO IMMOVABLE PROPERTY BELONGING TO PANCHAYAT UNION COUNCILS.

1. Department.

2. Locality.

3. Description of the property damaged or destroyed.

4. Cause of the damage or destruction.

5. Value of the damaged or destroyed portion of the property at the time of damage or destruction.

6. (*a*) Is it proposed to replace or reconstruct the damaged or destroyed portion?

(*b*) If so, what is the estimated cost of the replacement or reconstruction?

7. If it is not proposed to replace or reconstruct the damaged or destroyed portion of the property, what is the amount to be written off in the capital value of the property in the accounts?

8. What action is being taken to effect such write-off, if any?

CHAPTER III—BUDGET, ADMINISTRATION REPORT AND AUDIT.

NOTIFICATION No. 6.

In exercise of the powers conferred by sub-sections (1) and (2) of section 140 and clauses (xiii) and (xiv) of sub-section (2) of section 178 of the Madras Panchayats Act, 1958 (Madras Act XXXV of 1958), the Governor of Madras hereby makes the following rules:—

RULES.

Budget and allotment of funds in respect of panchayat union councils.

1. The budget of every panchayat union council and an abstract thereof shall be prepared in such form as the Government may from time to time, specify.

2. A working balance of not less than 5 per cent of the estimated receipts (excluding those from endowments, Government grants and debt heads) of the year for which the budget has been prepared, shall be provided for in the budget.

3. Three copies of the budget so prepared shall be submitted by the commissioner of the panchayat union to the Collector through the Revenue Divisional Officer concerned on or before the 30th November preceding the budget year and one copy shall at the same time be furnished to the auditor. The Revenue Divisional Officer shall retain one copy with him and forward the remaining two copies with his remarks to the Collector.

4. No panchayat union council shall authorize any item of expenditure not included in the budget or which is in excess of the budget allotment without indicating the source from which the money required for the proposed expenditure is to be found.

5. The sanctioning of the budget shall not by itself be deemed to authorize the panchayat union council to incur all the expenditure provided for therein; and where the sanction of the Government or of any other authority is required for incurring any expenditure the provision for which has been included in the budget, and such sanction has not been specifically accorded, it shall be the duty of the panchayat union council to obtain such sanction before the expenditure is incurred.

6. The commissioner shall pay prompt attention to the remarks, if any, made by the auditor in regard to expenditure as compared with the budget allotment.

7. All allotments made in the budget shall lapse at the end of the year. Parts of allotments remaining unexpended at the end of the year shall not be reserved for disbursement after the end of the year, nor shall they be appropriated by transfer to deposits or any other head or drawn in advance, in order to avoid lapse.

8. All expenditure during the course of the year shall be regulated in accordance with the allotments made in the budget for the year sanctioned by the panchayat union council with modifications

suggested, if any, by the Collector or as modified by the Government under sub-section (3) of section 140 of the Madras Panchayats Act, 1958.

9. (1) Every commissioner shall submit to the Government or such officer as the Government may, under sub-section (1) of section 157 of the Madras Panchayats Act, 1958, authorise to exercise the power vested in the Government by sub-section (5) of section 140 of that Act, a budget for the ensuing financial year showing the income and expenditure relating to the panchayat union (education) fund, on or before the 30th November immediately preceding such financial year and the officer through whom such budget shall be submitted shall be the District Educational Officer concerned and such budget shall be in such form as the Government may, from time to time, specify.

(2) Before passing the budget it shall be ensured :—

(i) that the panchayat union council has made adequate provision for elementary education in the area under its jurisdiction;

(ii) that the expenditure provided in the budget is within the anticipated income for the panchayat union council for the financial year to which the budget relates and can be incurred without leaving any deficit in its accounts; and

(iii) that the panchayat union council shall not take into account grants from the Government for which it is not eligible.

NOTIFICATION No. 7.

In exercise of the powers conferred by clause (xvi) of sub-section (2) of section 178 of the Madras Panchayats Act, 1958 (Madras Act XXXV of 1958), the Governor of Madras hereby makes the following rules :—

Rules

Issue and disposal of audit reports of panchayat union councils.

1. The report of the audit of accounts of a panchayat union council for each financial year shall be sent by the auditor appointed by the Government under sub-section (1) of section 141 of Madras Act XXXV of 1958 to the commissioner after the audit is completed. A copy of such report shall be sent by the auditor to the Revenue Divisional Officer and to the Collector.

2. The commissioner shall place the audit report, with his replies thereto, before the panchayat union council and submit it to the Revenue Divisional Officer concerned together with two copies

of his replies and the resolution of the panchayat union council approving them, within two months from the date of receipt of the audit report.

3. The Revenue Divisional Officer shall submit the replies of the commissioner to the Collector with his remarks, if any. The audit reports of the panchayat union councils shall be reviewed by the Collector and a copy of the review shall be sent to the auditor, with a copy of the replies of the commissioner and the resolution of the panchayat union council.

CHAPTER IV—PUBLIC WORKS AND MISCELLANEOUS.

NOTIFICATION No. 8.

In exercise of the powers conferred by clause (xl) of sub-section (2) of section 178 of the Madras Panchayats Act, 1958 (Madras Act XXXV of 1958), the Governor of Madras hereby makes the following rule :—

RULE.

Illicit cutting of trees.

The village headman shall report every case of illicit cutting of trees on road margins or on land vesting in the panchayat union council, to the Tahsildar through the Revenue Inspector concerned and shall also send a copy of the report to the commissioner. The commissioner shall, thereupon, within a fortnight from the date of the said report, inform the Tahsildar of the action taken or proposed to be taken against the person or persons responsible for the illicit cutting. If no communication is received by the Tahsildar from the commissioner within the time allowed, he shall, after ascertaining that the panchayat union council has not taken action in the matter, himself lay the complaint of the said offence before the appropriate Judicial Magistrate.

NOTIFICATION No. 9.

In exercise of the powers conferred by clause (*a*) of sub-section (i) of section 53 of the Madras Panchayats Act, 1958 (Madras Act XXXV of 1958), the Governor of Madras hereby makes the following rule :—

RULE.

Procedure to be followed where there is a difference of opinion between the commissioner and the members of the appointment committee.

No decision of a committee constituted under clause (*a*) of sub-section (1) of section 53 of the Madras Panchayats Act, 1958 (Madras Act XXXV of 1958) shall be valid, unless at least two

members of the committee of whom the Commissioner shall be one, are present and unless both or where all the members are present not less than two of the members present are agreed as to the decision :

Provided that there no such agreement is reached by the committee in a case relating to the appointment to a post, the Commissioner shall refer the matter—

(*a*) to the Director of Public Instruction, if the post is in an educational institution including the post of supervisor of schools,

(*b*) to the Additional Development Commissioner, if the post is one in respect of which the Additional Development Commissioner has the power to fix or alter the number, designations, grades, salaries, fees or allowances,

(*c*) to Government in all other cases, and

(*d*) the appointment shall be made in accordance with the orders of the authority to who the matter is referred.

NOTIFICATION NO 10.

In exercise of the powers conferred by sub-section (1) of section 58, read with sub-section (1) of section 178 of the Madras Panchayats Act, 1958 (Madras Act XXXV of 1958), the Governor of Madras hereby makes the following rules :—

RULES.

1. *Short title and application.*—(1) These rules may be called the Madras Panchayats (Services Safeguarding of National Security) Rules, 1962.

(2) They shall apply to all officers and servants of panchayats and panchayat union councils other than the executive officers and commissioners.

2. *Definition.*—In these rules, " servants of a panchayat or of a panchayat union counsil " means any person to whom these rules apply.

3. *Compulsory retirement.*—Where the Government are of opinion that a servant of a panchayat or of a panchayat union council is engaged in or is reasonably suspected to be engaged in subversive activities or is associated with others engaged in subversive activities and that his retention in service is on that account prejudicial to national security, they may make an order compulsorily retiring such servant from service.

4. *Procedure.*—Before an order under rule 3 is made—

(*a*) the Collector in the case of panchayats and the Additional Development Commissioner in the case of panchayat union councils shall, by notice in writing, inform the servant of the panchayat or

Deputy Surveyor's Test.

1. Arithmetic—Up to decimal fractions and square root.

2. Handwriting and dictation.

3. The whole of the book entitled ' Land Surveying for Village Karnams '.

4. Survey Manual, 1923—

Chapters I, II, III, VI and VII—whole.

Chapter X, rules 3 to 13.

Chapter XI, rules 1 to 6.

Chapter XII, rules 1 to 30.

Chapter XIII, rules 1 to 133.

Chapter XVI, rules 16 to 36.

Chapter XVII, rules 241 to 279.

Chapter XIX, all survey instruments except proportional compasses, beam compass, bow compasses and pantagrah.

Chapter XX, problems.

5. B.S.O. No. 34—A,B,C, except Appendices III, IV, V, VI, VII, X, XI, XII, XV and XVI.

III. Public Health Establishments.

No person shall be appointed to any of the posts under a Town Panchayat specified in column (1) of the Table below unless he possesses the qualifications laid down in the corresponding entry in column (2) thereof :

Provided that the age-limit specified in column (2) of the said Table shall, notwithstanding anything contained in the rules relating to the general establishment, appointment and punishment of officers and servants of Town Panchayats, apply to the appointment of a person for the first time to the corresponding post specified in column (1) thereof :

Provided further that the age-limit specified in column (2) of the Table shall not apply to the appointment by transfer or promotion of a person in the service of a Town Panchayat or of any other Town Panchayats subject, however, to the condition that the appointment of a last grade servant or worker of a Town Panchayat for whose appointment as such, an age-limit has not been prescribed (if he is otherwise qualified) to any of the posts specified in column (1) of the Table below, shall be permissible only if such

last grade servant or worker had entered the service of a Town Panchayat before he attained the age-limit prescribed in column (2) thereof :

Provided also that unless otherwise expressly provided for in the Table, this rule shall not adversely affect the continuance in service of persons already in service in the posts specified in the Table or the reappointment in their turn of persons who have commenced probation in such posts, provided they were qualified and eligible to hold the posts under the rules previously in force or have been granted exemption for purposes of appointment to, or continuance in such posts on a regular basis.

TABLE.

Designation. (1)	*Qualifications.* (2)
(1) **Sanitary Inspector and Health Assistant.**	(i) Must not be more than 30 years of age, provided that this clause shall not apply to appointment of a Sanitary Inspector made on transfer or by Promotion from II grade to I grade and from Health Assistant to Sanitary Inspector, II grade or to those Sanitary Inspectors who have held appointment on epidemic or festival duty under any local authority during the period of three years immediately preceding their regular appointment if they had not attained the age of 35 years. (ii) Must possess a Sanitary Inspector's certificate granted by the Director of Public Health, Madras, as the Chairman, Board of Examiners, constituted by Government in this behalf : Provided that the qualifications specficed in clauses (i) and (ii) shall not apply to a candidate who possesses medical qualification registered under the Madras Medical Registration Act, 1914 (Madras Act IV of 1914).
(2) **Sanitary** Maistri or Public Health peon.	(i) Must not have attained the age of 25 years, provided that this shall not apply to the appointment as a Sanitary Maistri or Public Health peon of a menial paid from contingencies if he had entered service under the Town Panchayat before he had attained the age of 25 years or to the appointment as a Sanitary Maistri or Public Health peon of an ex-army man or a peon or a maistri who was employed in connexion with A.R.P. or Civil Defence Schemes as the case may be. (ii) Must be able to read and write Tamil.

NOTIFICATION No. 2.

In exercise of the powers conferred by sub-section (1) of section 58, read with sub-section (1) of section 178 of the Madras Panchayats Act, 1958 (Madras Act XXXV of 1958), the Governor of Madras hereby makes the following rules :—

Rules.

1. *Short title and application.*—(1) These rules may be called the Madras Panchayats (Services Safeguarding of National Security) Rules, 1962.

(2) They shall apply to all officers and servants of panchayats and panchayat union councils other than the executive officers and commissioners.

2. *Definition.*—In these rules, " servants of a panchayat or of a panchayat union council " means any person to whom these rules apply.

3. *Compulsory retirement.*—Where the Government are of opinion that a servant of a panchayat or of a panchayat union council is engaged in or is reasonably suspected to be engaged in subversive activities or is associated with others engaged in subversive activities and that his retention in service is on that account prejudicial to national security, they may make an order compulsorily retiring such servant from service.

4. *Procedure.*—Before an order under rule 3 is made—

(*a*) the Collector in the case of panchayats and the Additional Development Commissioner in the case of panchayat union councils shall, by notice in writing, inform the servant of the panchayat or of the panchayat union council concerned, of the action proposed to be taken in regard to him and give him an opportunity to make to the Government, within such period as may be specified in the notice, any representation in writing against that action ; and

(*b*) the Government shall take into consideration the representation, if any, so made by the servant of the panchayat or of the panchayat union council concerned.

5. *Suspension.*—Where action under these rules is proposed to be taken in regard to a servant of a panchayat or of a panchayat union council, the Collector in the case of panchayats or the Additional Development Commissioner in the case of panchayat union councils shall, before placing him under suspension, permit him to proceed on such leave as may then be admissible to him.

6. *General rules not to apply.*—Nothing contained in the rules relating to the general establishment, appointment and punishment of officers and servants of panchayats and panchayat union councils shall apply to, or in respect of, any action taken or proposed to be taken under these rules.

7. *Pension, gratuity, etc.*—Any person compulsorily retired from service under rule 3 shall be entitled to such compensation, pension, gratuity or provident fund benefits as would have been admissible to him under the relevant rules on the date of such retirement, if he had been discharged from service due to the abolition of his post without any alternative suitable employment being provided.

CHAPTER II—FUNCTIONS AND POWERS.

NOTIFICATION No. 3.

In exercise of the powers conferred by sub-sections (1) and (2) of section 113 of the Madras Panchayats Act, 1958 (Madras Act XXXV of 1958), the Governor of Madras hereby makes the following rules :—

RULES PROHIBITING OR REGULATING THE GRANT OF LICENCES AND PERMISSIONS.

I. *Application for grant of licence under section* 111.

1. The owner or occupier of any place within the limits of a village or town shall, within the time specified in section 159 (1) of the Madras Panchayats Act, 1958, apply to the executive authority of the panchayat for a licence or renewal of licence for the use of such place for any of the purposes notified under sub-section (1) of section 111 of the said Act.

2. The executive authority may by an order in writing, grant or refuse to grant such licence. In the former case, he may impose such restrictions, conditions and regulations, as he thinks fit to ensure the prevention of danger to human life, health or property in general, and in respect of the following matters in particular :—

(i) cleanliness of place;

(ii) proper drainage;

(iii) proper ventilation and lighting;

(iv) elimination or reduction of nuisance caused by noise or smell, and dangerous effluvia and effluents;

(v) safety of workmen;

(vi) prevention of occupational hazards;

(vii) safety of food and drink in food establishments: and

(viii) prevention of spread of communicable diseases.

In the latter case, the reasons for refusal, which shall be communicated to the person or persons concerned, may be on grounds of danger to human life, health or property in general, and in particular—

(i) if the place is unsuitable for the purpose due to lack of ventilation and lighting or overcrowding;

(ii) if it forms part of a dwelling house;

(iii) if it lacks proper drainage arrangements;

(iv) if the use of the place for the purpose will be a source of nuisance to neighbours by reason of noise, vibration, smoke, dust, effluvia, or waste liquids; or

(v) if the carrying on of the trade is not permissible under any other law or rules or bye-laws framed thereunder.

3. Every such licence shall expire at the end of the year unless for special reasons the executive authority considers it should expire at an earlier date, when it shall expire at such earlier date, as may be specified therein.

II. *Application for grant of permission under section* 112.

4. Every person intending (*a*) to construct or establish any factory, workshop, or work-place in which it is proposed to employ steam power, water power or other mechanical power or electrical power or (*b*) to install in any place any machinery or manufacturing plant driven by any power as aforesaid not being machinery or manufacturing plant exempted by the rules made under the said Act, shall before beginning such construction, establishment or installation make an application in writing to the panchayat for permission to undertake the intended work.

Explanation.—For the purposes of these rules, the expressions "construction and establishment" include "reconstruction and extension" respectively.

5. The application under rule 4 shall be accompanied by—

(i) Five copies of the plan of the factory, workshop, workplace or premises, one for being sent to the District Health Officer, two for being sent to the Director of Town-Planning, one to be returned with his remarks and the other for being retained in his office, one for record in the office of the panchayat and one for being returned to the applicant with the orders of the panchayat;

(ii) such particulars as to the power, machinery, plant or premises as the panchayat may require by bye-laws made in this behalf; and

(iii) one set of plans of the factory, workshop, workplace or premises bearing the approval granted by the Chief Inspector of Factories as required by the Factories Act, 1948, in cases where the Factories Act, 1948, and the Madras Factories Rules, 1950, apply provided that the Government may exempt any factory, workshop or workplace from the operation of this rule.

6. (1) In the case of factories to which the Factories Act, 1948, and the Madras Factories Rules, 1950, do not apply, the executive authority shall obtain the prior approval of the Inspector of Factories concerned for all plans for the construction or establishment of any factory, workshop or workplace or the instalation of new or additional machinery, or replacement of machinery before permission is granted by the panchayat. The Inspector of Factories shall, in according his approval, take into consideration, the following factors :—

(i) the adequacy of the provisions for ventilation and light;

(ii) the sufficiency of the height and dimensions of the rooms and doors and safety provisions; and

(iii) the suitability of the exits to be used in case of fire.

(2) In the case of factories to which the Factories Act, 1948, and the Madras Factories Rules, 1950, apply, the executive authority may proceed to deal with the application for permission on the strength of the plan accompanying it, which has been already approved by the Chief Inspector of Factories and the covering letter in which it has been approved.

(3) The Inspector of Factories shall, within thirty days of the date of receipt of the application in his office, grant the approval referred to in sub-rule (1) or refuse to grant it.

7. The panchayat shall, as soon as may be after the receipt of the application and within sixty days from the date of receipt :—

(*a*) grant the permission applied for either absolutely or subject to such conditions as it thinks fit to impose, or

(*b*) refuse permission, if it is of opinion that such construction, establishment or installation is objectionable by reason of the density of the population in the neighbourhood or that it is likely to cause nuisance.

8. Before granting permission under clause (*a*) of rule 7 the panchayat—

(*a*) shall obtain the approval of the Director of Town-Planning as regards—

(i) the suitability and adequacy of the site of the factory, workshop, workplace or premises fod the purpose, and

(ii) the laying out, arrangements and architectural appearance of buildings; and

(*b*) shall consult and have due regard to the opinion of the District Health Officer as regards the suitability of the site of the factory, workshop, workplace or premises for the purpose specified in the application from the public health point of view.

The Director of Town-Planning or the District Health Officer shall communicate his approval or opinion within forty days from the date of receipt of the reference in this behalf.

9. Permission shall not be granted to factories located in buildings which have already been objected to by the Chief Inspector of Factories or the Inspector of Factories, as the case may be, or where the plan of the factory has not been approved by him, or to factories located in buildings which are obviously unsuitable for housing factories, considering the standards of lighting, ventilation and temperature conditions required by the Factories Act, 1948.

10. The grant of permission under section 112 of the Madras Panchayats Act, 1958, shall not be deemed to dispense with the necessity for compliance with the rules, if any, made under clause (xxxiii) of sub-section (2) of section 178 of the Madras Panchayats Act, 1958, or the building regulations, if any, in force in the area within the jurisdiction of the panchayat.

11. (1) If, in any factory, workshop, or workplace in which steam power or other mechanical power or electrical power is used, nuisance is caused by reason of the particular kind of fuel employed or by reason of the noise or vibration created, the panchayat may issue such directions as it thinks fit for abatement of the nuisance within a reasonable time to be specified for the purpose.

(2) If there has been wilful default in carrying out such directions or if abatement is found impracticable, the panchayat may—

(*a*) prohibit the use of the particular kind of fuel employed, or

(*b*) restrict the noise or vibration by prohibiting the working of the factory, workshop or workplace between the hours 9-30 p.m. and 5-30 a.m.

12. (1) Every town panchayat shall set apart and any panchayat union council may, or if so required by the Revenue Divisional Officer concerned, shall set apart, specified areas in the town or village, as the case may be, for industrial purposes with the approval of the District Health Officer and the Director of Town-Planning.

(2) Where industrial areas have been set apart under sub-rule (1), the panchayat shall refuse to grant permission for the construction or establishment of any factory, workshop or workplace or for installation of any machinery or manufacturing plant (other than electric machinery not exceeding 20 h.p.) outside such areas.

NOTE.—This rule shall not apply to factories established in accordance with rules made in pursuance of section 6 (1) (*a*) of the Factories Act, 1948.

NOTIFICATION 4.

In exercise of the powers conferred by clause (xviii) of sub-section (2) of section 178 of the Madras Panchayats Act, 1958 (Madras Act XXXV of 1958), the Governor of Madras hereby makes the following rules :—

RULES.

ACQUISITION AND TRANSFER OF IMMOVABLE PROPERTY.

Acquisition of immovable property.

1. (1) A panchayat shall not acquire any immovable property unless the following conditions are satisfied, namely :—

(*a*) that the property, if intended for any purpose other than roads, bridges, culverts and quarries, is approved by the District Health Officer as suitable from a sanitary point of view for the purpose for which it is intended;

(*b*) that the property is approved by the Divisional Engineer (Highways and Rural Works), as suitable for the purpose for which it is intended in cases when the estimated cost exceeds Rs. 1,000;

(*c*) that the property, if the value exceeds Rs. 1,000 and if it is intended for educational purposes, is approved by the District Educational Officer also;

(*d*) that the property, if its value exceeds Rs. 1,000 and if it is intended for dispensaries, is approved by the District Medical Officer also;

(*e*) that the property shall not be acquired otherwise than under the Land Acquisition Act, 1894 (Central Act I of 1894), unless the previous approval of the Collector has been obtained therefor;

(*f*) that in the case of the lands acquired otherwise than under the said Act a valuation is obtained from the Revenue department and that no amount in excess of such valuation shall be paid without obtaining the specific approval of the Collector in that behalf;

(*g*) that in the case of buildings, a valuation and a certificate regarding structural stability are obtained from the Divisional Engineer (Highways and Rural Works), or the Assistant Engineer (Highways and Rural Works), acting under the orders of the Divisional Engineer and that no amount in excess of such valuation shall paid without obtaining the specific approval of the Collector in that behalf; and

(*h*) that in every case where the considedation for the property is not less than Rs. 200 an encumbrance certificate is obtained from the registration office in respect of such property and examined

by the legal adviser of the panchayat unless the nature of the transaction is such as will, by law, pass the property free of all encumbrances :

Provided that nothing contained in clause (c) or clause (d) shall apply to a panchayat.

(2) The deed transferring the property to the panchayat shall be in the appropriate form in Schedule I appended to these rules, with such variations as circumstances may require.

(3) The provisions of sub-rules (1) and (2) shall not apply to a case where the panchayat has to purchase immovable property brought to sale in execution of a decree obtained by it.

Transfer of immovable property.

2. *Transfers otherwise than by lease of immovable property vesting in but not belonging to a panchayat.*—(1) Immovable property vesting in but not belonging to a panchayat shall not be transferred or charged in contravention of the conditions subject to which such property became vested in the panchayat.

(2) The deed of transfer shall be in the appropriate form in Schedule II appended to these rules, with such variations as circumstances may require.

(3) *Transfer otherwise than by lease of immovable property belonging to a panchayat.*—(a) A panchayat shall not without the previous sanction of the Collector made or sanction any transfer, except by way of lease, of any immovable property belonging to it, or create or sanction the creation of any charge upon any such property. If the value of the property so transferred or the amount for which the charge is so created exceeds Rs. 10,000, the previous sanction of the Government shall also be obtained for the transaction.

(a) The deed of transfer shall be in the appropriate form in. Schedule II apended to these rules with such variations as circumstances may require.

(4) *Transfer by lease of immovable property belonging to a panchayat.*—(a) A panchayat may lease out any immovable property belonging to it :

Provided that no such lease shall be valid in case the period of the lease exceeds three years or where the lessee is permitted to put up any building or structure whether of masonry, bricks, wood, mud or any other material unless the sanction of the Collector has been obtained therefor.

(b) The lease-deed shall be in Form III (a) in Schedule III appended to these rules with such variations as circumstances may require.

(5) *Transfer by lease of immovable property vested in but not belonging to a panchayat.*—(1) A panchayat may lease out any property vested in but not belonging to the panchayat other than road sides and street margins :

Provided that no lease shall be granted—

(*a*) in contravention of the conditions subject to which such property became vested in the panchayat, or

(*b*) for a period exceeding twelve months without the previous sanction of the Collector :

Provided further that no such lease shall be valid if the lessee is permitted to put up any building or structure whether of masonry, bricks, wood, mud or any other material, unless the sanction of the Collector has been obtained therefor.

(2) The lease-deed shall be in the Form III (a) in Schedule III appended to these rules with such variations as cirmumstances may require.

(6) (1) *Lease of road sides and sreet margins.*—Lease of road sides and street margins vested in a panchayat shall be subject to the following certificates and control :—

(i) Every panchayat shall require that every application for a lease shall furnish information as to the use to which the land will be put and the period for which a lease is required. If any structure is proposed to be constructed thereon, information as to the materials to be used in the construction shall also be furnished.

(ii) The lease may be granted by the panchayat if the structure is to be constructed of temporary materials such as palmyra or coconut leaves, bamboo or other matting or gunny cloth or other similar materials or which are of such a nature as to be movable daily, and if the period of lease does not exceed twelve months. A fee shall be levied and collected in advance for every lease.

(iii) No lease for a structure made of materials other than those mentioned in item (ii) or for a period exceeding twelve months, shall be granted by a panchayat except with the previous approval of the Collector who in granting approval may lay down such conditions as he may consider necessary subject to which the lease may be granted by the panchayat. The panchayat shall embody such conditions in the lease before it is granted. It must be expressly provided in every case that the amount of the lease shall be paid to the panchayat in advance so long as the lease is in force and that in default of payment of such amount the lease is liable to be cancelled.

(iv) No lease shall be granted ordinarily for a period exceeding three years at a time. The approval of the Collector shall not be necesary for a renewal of a lease granted under this rule.

(v) Every lease under item (ii) or (iii) shall expressly provide that the lease is liable to be terminated at any time within the period of the lease without payment of compensation to the lessee if, in the opinion of the panchayat or of the Collector, it is necessary in the public interest to remove any structure erected on the land.

(vi) No road margin shall be leased out for cultivation.

(2) The lease-deed shall be in Form III (b) in Schedule III appended to these rules with such variations as circumstances may require.

(7) *Publication of proposed transfers and leases.*—(1) In every case of transfer or lease falling under rule 3, 4, 5 or 6 the panchayat shall publish a notice of the proposed transfer or lease, giving full particulars of the property to be transferred or leased, the name of the proposed transferee or lessee and the consideration for the transfer or the rent reserved under the lease—

(*a*) in the District Gazette, if the consideration for the transfer exceeds Rs. 1,000 or of the rent reserved under the lease exceeds Rs. 200 per annum, and

(*b*) by affixture in a conspicuous position—

(i) at the office of the panchayat, of the Collector and of the Revenue Divisional Officer,

(ii) at the taluk office,

(iii) at the village chavadi of the village or town in which the property is situated, and

(iv) on the property to be transferred or leased.

(2) In every case where such transfer or lease is to be by public auction, a notice with full particulars of the property to be transferred or leased shall be published—

(*a*) in the District Gazette and in one or two prominient local newspapers circulated within the jurisdiction of the panchayat if the consideration for the transfer exceeds Rs. 1,000 or if the rent reserved under the lease exceeds Rs. 200 per annum.

(*b*) in the manner specified in clause (b) of sub-rule (1) and

(*c*) by tom-tom in suitable places.

(3) The panchayat may dispense with the publication in the District Gazette as required by sub-rules (1) and (2), in the case of leases, which are granted during the course of a financial year owning to the failure of the original lessee to fulfil the terms of his lease.

(8) *Transfers and leases to be subject to condition of transferee or lessee paying assessment, ground-rent, peshkash, or quit-rent to Government.*—(1) Except in cases falling under sub-rules (3) and (4) of this rule, no transfer or lease of any immovable property made by the panchayat shall be valid unless it be a condition thereof that the transferee or lessee shall be liable to pay to the Government such assessment, ground-rent, peshkash or quit-rent as the Collector may determine to be payable in respect of the property and that the said assessment, ground-rent, peshkash or quit-rent is subject to revision from time to time in accordance with the rules in force at the time of such revision except in respect of quit-rent on enfranchised inam lands and peshkash on lands in proprietary villages acquired by the panchayat by private negotiation.

(2) Nothing contained in this rule shall affect the right of Government to recover from the panchayat the assessment, ground-rent, peshkash or quit-rent leviable on lands not transferred by sale or exchange or otherwise permanently alienated.

(3) In cases where the assessment, ground-rent, peshkash or quit-rent leviable on the land after transfer is already being paid by the panchayat and the land is not transferred by sale or exchange, leased in perpetuity or otherwise permanently alienated, the panchayat shall continue to pay such assessment, ground-rent peshkash or quit-rent and the liability shall not be imposed on the transferee.

(4) In the case of leases falling under rule 6 the panchayat shall furnish the Collector with a return of such leases whereupon the Collector will fix the assessment or ground-rent on the basis of the information in the return and collect it from the panchayat.

SCHEDULE I.

Form I (a)

[See rule I (2).]

Transfers by sale.

This indenture made the day of 19 between son of residing at (hereinafter called the "vendor" which expression shall where the context so admits include his heirs, executors, administrators, legal representatives and assigns of the one part and the panchayat of constituted under Madras Act XXXV of 1958 (hereinafter called the "purchaser" which expression shall where the context so admits include its successors and assigns) of the other part:

WHEREAS the vendor is well and sufficiently entitled to the land and premises described in the schedule hereto;

And whereas the purchaser in exercise of its powers has agreed with the vendor to purchase the said land and premises intended to be hereby granted, conveyed and assigned subject to the quit-rent (if any) payable in respect of the same but otherwise free from encumbrances at the price of rupees.

NOW THIS INDENTURE WITNESSETH that in purusance of the said agreement and in consideration of the sum of rupees to the vendor paid by the purchaser on or before the execution of these presents (the receipt whereof the vendor doth hereby acknowledge) he the vendor doth hereby grant convey and assign unto the purchaser all that piece or parcel of land situated in and more particularly described in the schedule hereunder written and which together with the messuage or tenement erected thereon is commonly called or known as TOGETHER with all buildings, godowns, trees, commonly hedges, ditches, fences ways, waters, water-courses liberties, privilege, easements advantages and appurtenances whatsoever to the said piece or parcel of land messuage and premises or any of them in anywise appertaining or heretofore occupied or enjoyed therewith AND all the estate right, title, interest, property claim and demand whatsoever of the vendor into and upon the same premises TO HAVE AND TO HOLD the said piece or parcel of land messuage and premises hereby granted, conveyed and assigned unto the purchaser for ever AND the vendor doth hereby covenant with the purchaser that he the vendor now hath good right to grant convey and assign the premises hereby granted conveyed and assigned unto the purchaser in manner aforesaid AND that the purchaser shall and may at all times hereafter peaceably and quietly possess and enjoy the said premises free from all encumbrances whatsoever and receive the rents and profits thereof without any lawful eviction, interruption, claim or demand whatsoever from or by the vendor or any other person or persons AND further that he, the vendor and all persons having lawfullly or equitably claiming any estate or interest in the said premises or any of them or any part thereof from under or in trust for the vendor or from or under any of his ancestors shall and will from time to time and at all times hereafter at the request and cost of the purchaser do execute and register or cause to be done executed and registered all such acts, deeds and things whatsoever for further and more perfectly assuring the said premises and every part thereof unto the purchaser in manner aforesaid as shall or may be reasonably required.

The schedule above referred to.

All that piece or parcel of land and premises situated in the village/town of in the registration sub-district of in the registration district of and bounded on the north by on the south by

, on the east by and on the west by bearing Re-surbey No. and Old Survey No. and containing on the whole by admeasurement **(be the same more or less).**

Signed, sealed and delivered by the abovenamed in the presence of

IN WITNESS whereof the vendor hereunto set his hand and seal the day and year first above written.

Form I (*b*)

Transfers by lease

THIS INDENTURE made the day of one thousand nine hundred and between , residing at and carrying on business at (hereinafter called the "lessor" which expression where the context admits shall include his heirs, executors, administrators, legal representatives and assigns) of the one part and the panchayat of constituted under Madras Act XXXV of 1958 (hereinafter caled "the lessee" which expression where the context admits shall include its successors in **office and assigns) of the other part I:**

WITNESSETH as follows :—

1. In consideration of the rent hereby reserved and of the covenants by the lessee herein contained the lessor demises unto the lessee ALL that piece or parcel of land together with the building and premises known as situate in the registration sub-district of in the registration district of bearing S. No. and more particularly described in the schedule hereto for the term of years from the day of 19 , PAYING **therefor in advance the monthly rent** of Rs. clear of all deductions the first of such payments to be made on the day of .

2. The lessee covenants with the lessor as follows :—

(1) To pay the reserved rent on or before the first day of each month in advance and in manner aforesaid.

(2) To bear, pay and discharge all existing and future taxes, charges, assessments and outgoings payable in respect of the said premises.

(3) To keep the exterior and the interior of the demised permises and —all additions thereto the boundary wall and fences **thereof the drains, soil and other pipes sanitary and water apparatus, electric fittings and fixtures thereof in good and tenantable repair and condition.**

(4) Not to make or permit to be made under any circumstances any alterations in or additions to the demised buildings without the previous consent in writing of the lessor PROVIDED

AND WHEREAS the mortgage has agreed to lend the mortgagor the sum of Rs. on having the repayment thereof in manner hereinafter appearing.

NOW THIS INDENTURE WITNESSETH that in consideration of the sum of Rs. on or before the execution of these presents paid to the mortgagor by the mortgagee (the receipt whereof the mortgagor doth hereby acknowledge) he, the mortgagor doth hereby give grant and assign unto the mortgagee and usufructuary mortgage of ALL THAT piece or parcel of land situate in and more particularly described in the schedule hereunder written and which together with the messuage or tenement erected therein is commonly called or known as TOGETHER with all buildings, godowns, trees, commons, hedges, ditches, fences, ways, waters, water-courses, lierties, privileges, easements, advantages and appurtenances whatsoever to the said piece or parcel of land messuage and premises or any of them in anywise appertaining or heretofore or hereafter to be occupied or enjoyed therewith AND all the estate right, title interest, property-claim and demand whatsoever of the mortgagor into and upon the same premises TO HAVE AND TO HOLD the said piece or parcel of land messuage and premises hereby granted, conveyed and assigned or expressed so to be unto the mortgagee for ever subject to the proviso for redemption hereinafter contained. The mortgagor hereby declares that he has put the mortgagee in possession of the mortgaged property and that the mortgagee shall continue in such possession of the property until the said sum of Rs. is repaid to the mortgagee and that the mortgagee shall appropriate the rents and profits accruing from the property in lieu of the interest due in respect of the mortgage money. AND the mortgagor doth hereby covenant with the mortgagee that he, the mortgagor will as long as any money shall remain due on the security of these presents keep all the messuages and buildings now existing or hereafter to be erected on the said premises hereinbefore expressed to be hereby granted, conveyed and assigned in good and substantial repair and insured against loss or damage by fire in the sum of Rs. at the least in some office or offices approved by and in the name of the mortgagee and will duly and punctually pay all premiums and sums of money necessary for such purpose and for keeping such insurance on foot and also all quit-rent assessment rates, taxes and other outgoings for the time-being payable in respect of or charged upon the said premises or any of them and will forthwith deliver to the mortgagee the policy or policies of insurance and the receipt for every sum payable as aforesaid and that if default be made in keeping the said buildings so repaired or in effecting or keeping on foot such insurances or in payment of any such quit-rent assessment rates, taxes and other outgoings as aforesaid or in so delivering any policy or policies or receipt as aforesaid it shall be lawfull for but not

incumbent upon the mortgagee to put the said premises into proper and substantial repair or (as the case may be) to insure and keep insured the said buidings in any sum not exceeding the amount aforesaid and to pay the premiums and all expenses incurred in so doing or (as the case may be) any such quit-rent, assessment, rates, taxes or other outgoings as aforesaid. AND further that the mortgagor will forth with repay to the mortgagee all such premiums, expenses and other moneys with interest threon at the rate of per cent per annum from the time of each payment and that until repayment the premises hereby mortgaged shall stand charged with the amount to be repaid and interest thereon at the rate aforesaid and that all moneys received in respect of any insurance shall at the option of the mortgagee be applied either in reinstating or restoring the buildings insured or in or towards payment of the moneys for the time-being on the security on these present AND the mortgagor doth hereby convenant with the mortgagee that he, the mortgagor now hath power to give and grant this usufructuary mortgage unto the mortgagee AND it is hereby expressly agreed and declared that on payment at any time by the mortgagor to the mortgagee of the said sum of Rs. and all other moneys, if any, due under these presents the mortgagee shall at the request and cost of the mortgagor reconvey and reassign unto the mortgagor or as he may direct all and singular the plot or piece of land and premises hereby expressed to be granted conveyed or assigned.

The schedule above referred to.

ALL THAT piece or parcel of land and premises situated in the village/town of in the registration sub-district of in the registration district of and bounded on the north by , on the south by , on the east by and on the west by bearing Re-survey No. and Old Survey No. and containing on the whole by admeasurement (be the same more or less).

Signed, sealed and delivered by the abovenamed in the presence of

IN WITNESS whereof the morgatgor hath hereunto set his hand and seal the day and year first above written.

Form 1 (*d*).

Transfers of gift.

THIS INDENTURE made the of Day one thousand nine hundred and BETWEEN , son of ,residing at (hereinafter

called the " Donor " which expression shall where the context admits include his heirs, executors, administrators, legal representatives and assigns) of the one part and the panchayat of constituted under Madras Act XXXV of 1958 (hereinafter called " the donee " which expression shall where the context admits include its successors and assigns) of the other part.

WHEREAS the donor is well and sufficiently entitled free from encumbrances to the piece or parcel of land and premises hereinafter described and intended to be hereby granted, conveyed and asigned.

AND WHEREAS the donor has agreed to transfer the said piece or parcel of land and premises to the donee as a gift subject to the payment by the donee of all existing and future taxes, charges, assessments and ground-rent in respect of the same and the donee has agreed to accept the same subject to such conditions.

AND WHEREAS THE said piece or parcel of land and premises is of the value of Rs. for the purpose of stamp duty.

NOW THIS INDENTURE WITNESSETH that the donor doth hereby give, grant convey and assign unto the donee who hereby accepts the same ALL THAT piece or parcel of land bearing Survey No. , situated in the village of in the registration sub-district of in the registration district of and more particularly described in the schedule hereunder written TOGETHER with all buildings, trees, commons, liberties, privileges, easements, advantages and appurtenances whatsoever to the said piece or parcel of land, buildings and premises or any of them in anywise appertaining or heretofore occupied or enjoyed therewith AND all the estate right title interest property claim and demand whatsoever of the donor into and upon the same premises TO HAVE AND TO HOLD the said piece or parcel of land and premises hereby granted, conveyed and assigned unto the donee for ever AND the donor doth hereby covenant with the donee that the donor now hath good right to grant convey and assign the premises hereby granted, conveyed and assigned unto to the donee in manner aforesaid AND that the donee shall and may at all times hereafter peaceably and quietly possess and enjoy the said premises free from all encumbrances whatsoever without any lawful eviction, interruption, claim or demand whatsoever from or by the donor or any person claiming under or in trust for him AND further that the donor and all persons having or lawfully or equitably claiming any estate or interest in the said premises or any part thereof from under or in trust for the donor or from or under any of his ancestors shall and will from time to time and at all times hereafter at the request and cost of the donee do execute and register or cause to be done

executed and registered all such acts, deeds and things whatsoever for further and more perfectly assuring the said premises and every part thereof unto the donee in manner aforesaid or as shall or may be reasonably required.

The schedule above referred to.

ALL THAT piece or parcel of land and premises situated in the village/town of in the registration sub-district of in the registration district of and bounded on the north by , on the south by , on the east by and on the west by , bearing Re-survey No. and Old Survey No. and containing on the whole by admeasurement. (be the same more or less).

Signed, sealed and delivered by the abovenamed in the presence of

Signed by the executive authority of panchayat in the presence of

The common seal of the panchayat was hereunto affixed in the presence of

IN WITNESS whereof the donor hath hereunto set his hand and seal and the common seal of the panchayat of the donee was hereunto affixed the day and year first above written.

SCHEDULE II.

Form II (*a*).

[*See* rules 2 (2) and 3 (2).]

Transfer by sale.

THIS INDENTURE made the day of 19 BETWEEN the panchayat of constituted under Madras Act XXXV of 1958 (hereinafter called " the vendor " which expression shall where the context admits include its successors and assigns) of the one part AND , son of , residing at (hereinafter called " the purchaser " which expression shall where the context admits include his heirs, executors, administrators, legal representatives and assigns) of the other part.

WHEREAS the vendor is possessed of and entitled to the piece or parcel of land and premises described in the schedule hereto and has agreed with the purchaser for the sale to him of the same subject to the quit-rent (if any) payable in respect of the same but otherwise free from encumbrances for the sum of Rs.

WHEREAS the panchayat is well and truly entitled to and possessed of the piece or parcel of land more particularly described in the first schedule hereto together with the buildings thereon free from encumbrances and the party of the second part is also well and truly entitled to and possessed of the piece or parcel of land more particularly described in the second schedule hereto together with the buildings thereon free from encumbrances.

AND WHEREAS the parties hereto have agreed to effect such exchange as is hereinafter contained of the said pieces or parcels of land more particularly described in the first and second schedules hereto respectively.

AND WHEREAS the Collector of district by order No. , dated the day of has sanctioned the exchange of the properties in manner hereinafter contained.

AND WHEREAS the Government of Madras have also by an order No. , dated the day of sanctioned the exchange of the properties in manner hereinafter contained.

AND WHEREAS due notice of the exchange in manner hereinafter contained has been given in accordance with the provisions of the rules relating thereto.

NOW THIS INDENTURE WITNESSETH that in consideration of the conveyance by the party of the second part hereinafter contained the panchayat in pursuance of every statutory and other authority hereunto enabling it doth hereby grant convey and assign unto the party of the second part all that piece or parcel of land of the value of Rs. or thereabouts situated in and more particularly described in the first schedule hereunder written and coloured on the map or plan marked A hereunto annexed TOGETHER with all buildings, trees, commons, hedges, ditches, fences, ways, waters, water-courses, liberties, privileges, easements, advantages and appurtenances whatsoever to the said piece or parcel of land and premises or any of them in anywise apertaining or heretofore occupied or enjoyed therewith AND all the estate right title interest property claim and demand whatsoever of the panchayat into and upon the same premises TO HAVE AND TO HOLD the said piece or parcel of land and permises hereby granted and assigned or expressed so to be unto the party of the second part for ever and the party of the second part doth hereby covenant with the panchayat that he the party of the second part will at all times hereafter pay the assessment or ground-rent of or such other amount as the Collector of may from time to time determine and any other ground-rent assessment and taxes

that are or may from time to time be levied upon the said piece or parcel of land or premises by the Central Government or the Government of Madras or by any local or other authority AND THIS INDENTURE FURTHER WITNESSETH that in consideration of the conveyance by the panchayat hereinbefore contained the party of the second part doth hereby grant convey and assign unto the panchayat all that piece or parcel of land of the value of

rupees or thereabouts situated in

and being more particularly described in the second schedule hereunder written and coloured on the map or plan marked B hereto annexed TOGETHER with all buildings, trees, commons, heldges, ditches, fences, ways, waters, water-courses, liberties privileges, easements, advantages and appurtenances whatsoever to the said piece or parcel of land and premises or any of them in anywise appertaining or heretofore occupied or enjoyed therewith AND all the estate right title interest property claim and demand whatsoever of the party of the second part into and upon such last mentioned premises TO HAVE AND TO HOLD the said piece or parcel of land and premises lastly hereinbefore expressed to be hereby granted conveyed and assigned unto the panchayat for ever and the panchayat doth hereby covenant with the party of the second part that the panchayat will at all times hereafer pay the assessments and taxes that are may from time to time be levied upon the said piece or parcel of land or premises by the Central Government or the Government of Madras or by any local or other authority AND THE PARTIES HERETO MUTUALLY COVENANT AND AGREE EACH WITH THE OTHER OF THEM that notwithstanding any act deed or thing done or executed or knowingly suffered to the contrary they now have good right to grant convey and assign respectively the said premises expressed to be hereby granted conveyed and assigned in manner aforesaid and that either party shall and may at all times hereafter peaceably and quietly possess and enjoy such last-mentioned premises and receive the rents and profits thereof without any lawful eviction interruption claim or demand whatsoever from or by the other party or any person or persons lawfully or equitably claiming from under or in trust for the said party and that free from all encumbrances whatsoever made or suffered by either party or any person or persons lawfully or equitably claiming as aforesaid AND FURTHER that the parties and all persons having or lawfully or equitably claiming any estate or interest in the said premises or any part thereof from under or in trust for any of the parties shall and will from time to time and at all times hereafter at the request and cost of the other party do execute and register or cause to be done executed and registered all such acts deeds and things whatsoever for further and more perfectly assuring such last-mentioned premises and every part thereof unto the other party in manner aforesaid as shall or may be reasonably required.

The first schedule above referred to.

All that piece or parcel of land coloured in the plan marked A attached hereto and situate in the village/town of in the registration sub-district of in the registration district of bearing Resurvey No. Old Survey No. bounded on the north by Resurvey No. , on the east by Resurvey No. , on the south by Resurvey No. and on the west by Resurvey No. and containing by admeasurement or thereabouts.

The second schedule above referred to.

All that piece or parcel of land coloured in the plan marked B hereto attached and situate in the village/town of in the registration sub-district of , in the Registration district of bearing Re-survey No. Old Survey No. , bounded on the north by , on the east by , on the south by and on the west by and containing by admeasurement or thereabouts.

The common seal of the panchayat of was hereunto affixed in the presence of

Signed by the executive authority of panchayat in the presence of

Signed sealed and delivered by he abovenamed in the presence of

IN WITNESS WHEREOF the common seal of the panchayat was hereunto affixed and hath hereunto set his hand and seal the day and year first above written.

Form II (c).

Transfer by mortgage.

THIS INDENTURE made the day of 19 , between the panchayat of constituted under Madras Act XXXV of 1958 (hereinafter called "the mortgagor" which expression shall where the context so admits include its successors and assigns) of the one part AND residing at . . . , son of (hereinafter called "the mortgagee" which expression shall where the context so admits include his heirs executors administrators legal representatives and assigns) of the other part.

Where the mortgagor is well and truly entitled to and possessed of the piece or parcel of land and premises described in the schedule hereto:

AND WHEREAS the mortgagee has agreed to lend the mortgagor the sum of Rs. on having the repayment thereof with interest at the rate hereinafter mentioned secured in manner hereinafter appearing :

AND WHEREAS the Collector of district by an order No. , dated the day of 19 , has sanctioned the mortgage of the properties in manner hereinafter contained:

AND WHEREAS the Government of Madras have also by an order No. , dated the day of sanctioned the mortgage of the properties in manner hereinafter contained :

AND WHEREAS due notice of the mortgage in manner hereinafter contained has been given in accordance with the provisions of the rules relating thereto :

NOW THIS INDENTURE WITNESSETH this in consideration of the sum of Rs. on or before the execution of these presents paid to the mortgagor by the mortgagee (the receipt whereof the mortgagor doth hereby acknowledge) the mortgagor doth hereby covenant with the mortgagee that the mortgagor will on demand pay to the mortgagee the sum of Rs. with interest thereon at the rate of Rs. per cent per annum.

AND THIS INDENTURE ALSO WITNESSETH that for the same consideration the mortgagor doth hereby give and grant unto the mortgagee a simple mortgage of all that piece or parcel of land situate in and more particularly described in the schedule hereunder written and which together with the messuage or tenement erected thereon is commonly called or known as together with all buildings, godowns, trees, commons, hedges, ditches, fences, ways, waters, water-course, liberties, privileges, easements, advantages and appurtenances whatsoever to the said piece or parcel of land messuage and premises or any of them in anywise appertaining heretofore or hereafter to be occupied or enjoyed therewith AND all the estate right title interest property claim and demand whatsoever of the mortgagor into and upon the same premises AND the mortgagor doth hereby convenant with the mortgagee that the mortgagor will so long as any money shall remain due on the security of these presents keep all the messuages and buildings now existing or herafter to be erected on the said premises hereinbefore expressed to be hereby granted conveyed and assigned in good and substantial repair and insured against loss or damage by fire in the sum of Rs. at the least in some office or offices approved by and in the same or names of the mortgagee and will duly and punctually pay all premiums and sums of money necessary for such purpose and for keeping such insurance on foot

and also all quit-rent assessment rates taxes and other outgoings for the time being payable in respect of or charged upon the said premises or any of them and will forthwith deliver to the mortgagee the policy or policies of insurance and the receipt for every sum payable as aforesaid or in so delivering any policy or policies receipt as aforesaid it shall be lawful for but not incumbent upon the mortgagee to enter into and upon the said premises and put the same into proper and substantial repair or (as the case may be) to insure and keep insurred the said buildings in any sum not exceeding the amount aforesaid and to pay the premiums and all expenses incurred in so doing or (as the case may be) any such quite-rent assessment rates, taxes or other out goings as aforesaid AND further that mortgager will forthwith repay to the mortgagee all such premiums expenses and other moneys with interest thereon at the rate aforesaid AND that all moneys received in respect of any insurance shall at the option of the mortgagee be applied either in reinstating or restoring the buildings insured or in or towards payment of the moneys for the time being owing on the security of these presents AND the mortagagor doth hereby covenant with the mortgagee that the mortgagor now hath power to give and grant a simple mortgage unto the mortgagee AND it is hereby expressly agreed and declared that should the properties decribed in the schedule hereto prove insufficient when sold to satisfy the amount due under this mortgage the mortgagor will be perosnally liable for the amount for the time being due and owing under this mortgage.

The Schedule above referred to.

ALL THAT piece or parcel of land and premises situated in the village/town of in the registration sub-district of in the registration district of and bounded on the north by ,on the south by , on the east by and on the west by bearing Re-survey No. and Old Survey No. and containing on the whole by admeasurement (be the same more or less).

Signed by the executive authority of the panchayat of in the presence of

The common seal of the panchayat was hereunto affixed in the presence of

IN WITNESS whereof the common seal of the mortgagor hath hereunto been affixed the day and year first above written.

Form II (*d*).

Transfer by gift.

THIS INDENTURE made the day of 19 , BETWEEN the panchayat of constituted under Madras Act XXXV of 1958 (hereinafter called " the donor " which expression shall where the context so admits include its successors and assigns) of the one part and son of residing at (hereinafter called "the donee " which expression shall where the context so admits include his heirs executors administrators and legal representatives and assigns) of the other part.

WHEREAS the donor is well and sufficiently entitled free from encumbrances to the piece of land and premises hereinafter described and intended to be hereby granted conveyed and assigned :

AND WHEREAS the donor has agreed to transfer the said piece of land and premises to the donee as a gift to be used for the purposes of subject to the payment by the donee of all existing and future taxes charges assessments and ground-rent in respect of the same and the donee has agreed to accept the said piece of land and premises subject to the said conditions :

AND WHEREAS the said piece of land and premises is of the value of Rs. for the purpose of stamp duty :

AND WHEREAS the Collector of district by an order No. , dated the day of has sanctioned the gift of the property hereinafter contained :

AND WHEREAS due notice of the gift in manner hereinafter contained has been given in accordance with the provisions of the rules relating thereto :

* AND WHEREAS the Government of Madras have also by an order No. , dated the day of have sanctioned the gift of the property hereinafter contained.

NOW THIS INDENTURE WITNESSETH that the donor doth hereby give grant convey and assign unto the donee who hereby accepts the same ALL THAT piece or parcel of land bearing Survey No. situated in the village of in the registration sub-district of in the registration district of and more particularly described in the schedule hereunder written TOGETHER with all buildings, trees, commons, hedges, ditches, fences, ways, waters, water-courses, liberties, privileges, easements, advantages and appurtenances whatsoever to the said piece or parcel of land buildings and premises or any of them in anywise appertaining or heretofore occupied or enjoyed therewith AND all the estate right title interest property

* Retain only if value exceds Rs. 10,000.

claim and demand whatsoever of the donor into and upon the same premises TO HAVE AND TO HOLD the said piece or parcel of land and premises hereby granted conveyed and assigned unto the donee for ever AND the donor doth hereby covenant with the donee that the donor now hath good right to grant convey and assign the premises hereby granted conveyed and assigned unto the donee in manner aforesaid AND that the donee shall and may at all times hereafter peaceably and quietly possess and enjoy the said premises free from all incumbrances whatsoever without any lawful eviction interruption claim or demand whatsoever from or by the donor AND further that the donor and all persons having or lawfully or equitably claiming any estate or interest in the said premises or any part thereof from under or in trust for the donor shall and will from time to time and at all times hereafter at the request and cost of the donee do execute and register or cause to be done executed and registered all such acts deeds and things whatsoever for further and more perfectly assuring the said premises and every part thereof unto the donee in manner aforesaid or as shall or may be reasonably required and the donee doth hereby covenant with the donor that he will at all times hereafter bear pay and discharge all existing and future taxes charges or assessments payable in respect of the aforesaid land and premises inclusive of the ground rent or assessment of Rs. or any other sum that may from time to time be levied as such upon the piece or parcel of land by the Collector of the district on behalf of the Central Government or the Government of Madras.

The schedule above referred to

ALL that piece or parcel of land and premises situated in the village/town of . in the registration sub-district of in the registration district of and bounded on the north by , on the south by , on the east by , and on the west by bearing Survey No. , and containing on the whole by admeasurement or thereabouts.

Signed by the executive authority of the panchayat of in the presence of

Signed sealed and delivered by the abovenamed in the presence of

The common seal of the panchayat was hereunto affixed in the presence of

IN WITNESS whereof the common seal of the panchayat of the donor was hereunto affixed and the donee hath hereunto set his hand and seal the day and year first above written.

SCHEDULE III.

Form III (a).

[*See* rules 4 (2) and 5 (2).]

Transfer by lease.

THIS INDENTURE made the day of 19 BETWEEN the panchayat of constituted under Madras Act XXXV of 1958 (hereinafter called "the lessor" which expression where the context admits shall include its successors and assigns) of the one part AND son of , residing at and carrying on business as (hereinafter called "the lessee" which expression where the context admits shall include his heirs executors and administrators legal representatives and permitted assigns) of the other part.

WHEREAS the lessee has applied to the lessor for a lease of the property more particularly described in the first schedule hereto for the period and at the rate of rent and subject to the terms and conditions hereinafter contained;

AND WHEREAS the lessor has agreed to grant a lease of the said property in manner hereinafter contained:

* (AND WHEREAS the Collector by an order No. , dated day of has sanctioned the lease of the property on and subject to the special conditions contained in the second schedule hereto):

AND WHEREAS due notice of the lease of the property has been given in accordance with the provisions of the rules relating thereto:

NOW THIS INDENTURE WITNESSETH:

1. That in consideration of the rent hereby reserved and of the covenants by the lessee herein contained the lessor demises unto the lessee ALL that piece or parcel of land together with the building and premises known as situate in the registration sub-district of in the registration district of bearing Survey No. for the term of years from the day of 19 . PAYING thereof in advance the monthly rent of Rs. clear of all deductions the first of such payments to be made on the day of 19 .

* Retain only if value exceeds Rs. 10,000.

2. The lessee covenants with the lessor as follows :—

(1) To pay the reserved rent on or before the first day of each month in advance and in manner aforesaid.

(2) To bear pay and discharge all existing and future charges assessments and outgoings payable in respect of the said premises inclusive of the ground-rent of Rs. or any other sum that may from time to time be levied as such upon the piece or parcel of land by the Collector of the district on behalf of the Central Government or the Government of Madras.

(3) To keep the exterior and the interior of the demised premises and all additions thereto and the boundary walls and fences thereof and the rains soil and other pipes and sanitary and water apparatus and electric fittings and fixtures thereof in good and tenantable repair and condition.

(4) Not to make or permit to be made under any circumstances any alterations in or additions to the demised buildings without the previous consent in writing of the lessor or its duly authorized officers PROVIDED ALWAYS that if the lessee is permitted to make any alterations by the lessor or its duly authorized officers the lessee shall not be entitled to any compensation therefor.

(5) To permit the lessor and its authorized officers or agents with or without workmen or others at all reasonable times on giving one day's previous notice to enter upon the demised premises and to view the condition thereof and upon notice being given by the lessor or his authorized officers to repair within one month from the service of the notice in accordance therewith.

(6) To observe and fulfil the terms and conditions prescribed by the Inspector and contained in the second schedule hereto annexed.

(7) Not to assign underlet or part with the possession of the demised premises or any part thereof without first obtaining the written consent of the lessor or its authorized officers.

(8) To yield up the demised premises with all fixtures and additions thereto at the determination of the tenancy in good and tenantable repair and condition in accordance with the covenants herein contained.

3. The lessor covenants with the lessee as follows :—

(1) The lessee paying the rent hereby reserved and observing and performing the several covenants and stipulations herein on his part contained shall peaceably hold and enjoy the demised during the said term without any interruption by the lessor or any person rightfully claiming under or in trust for him.

(2) To carry out all repairs to main walls roof and foundations due to fair reasonable wear and tear, the decision of the Executive Engineer for the time being of division as to the necessity for such repairs being final.

4. PROVIDED ALWAYS and it is hereby expressly agreed by and between the parties hereto as follows :—

(1) If the rent hereby reserved or any part thereof shall be unpaid for 14 days after becoming payable (whether formally demanded or not) or if any covenant on the lessees' part herein contained shall not be performed or observed or if the lessee or other person in whom for the time being the term hereby created shall be vested shall become insolvent then and in any of the said cases it shall be lawful for the lessor or its authorized officers at any time thereafter to re-enter upon the demised premises or any part thereof in the name of the whole and thereupon this demise shall absolutely determine but without prejudice to the right of action of the lessor in respect of the breach of any of the lessees' covenants herein contained.

(2) If at any time it appears to the Collector or the lessor (whose decision shall be final) that it is necessary in the public interest to determine the lease it shall be lawful for the said Collector or the lessor forthwith to cancel this lease by notice in writing addressed to the lessee at his last known place of residence and thereupon this demise shall absolutely determine and the lessee shall not be entitled to any compensation whatsoever in respect of such determination except a proportionate abatement of any rent that may have been paid by the lessee in advance.

The first schedule above referred to.

ALL THAT piece or parcel of land and premises situated in the village/town of in the registration sub-district of in the registration district of and bounded on the north by , on the south by , and on the east by on the west by bearing Survey No. and Door No. and containing on the whole by admeasurement be the same more or less.

The second schedule above referred to.

Conditions imposed by the Collector

Signed by the executive authority of panchayat in the presence of

The common seal of the panchayat of was hereunto affixed in the presence of

Signed sealed and delivered by the abovenamed in the presence of

IN WITNESS whereof the common seal of the panchayat of the lessor was hereunto affixed and the lessee hath hereunto set his hand and seal the day and year first above written.

Form III (*b*).

[*See* rule 6 (2).]

Transfer by lease.

This INDENTURE made the day of 19 , BETWEEN the panchayat of constituted under Madras Act XXXV of 1958 (hereinafter called "the lessor" which expression where the context admits shall include its successors and assigns) of the one part and , son of , residing at and carrying on business as (hereinafter called "the lessee" which expression where the context admits shall include heirs executors administrators legal representatives and permitted assigns) of the other part.

WHEREAS the lessee has applied to the lessor for a lease of the property more particularly described in the first schedule hereto for the period and at the rate of rent and subject to the terms and conditions hereinafter contained and whereas the lessor has agreed to grant a lease of the said property in manner hereinafter contained :

* (AND WHEREAS the Collector of district by an order No. dated day of has sanctioned the lease of the property on and subject to the special conditions contained in the second schedule hereto.)

AND WHEREAS due notice of the lease of the property has been given in accordance with the provisions of the rules relating thereto :

NOW THIS INDENTURE WITNESSETH as follows :—

1. In consideration of the rent hereby reserved and of the covenants by the lessee herein contained the lessor demises unto the lessee all that piece of land forming part of the road side/street margin and more particularly described in the schedule attached hereto for a term of years from the day of 19 paying therefor in advance the rent of Rs. for each year clear of all deductions the first of such payments to be made on the day of 19

* Retain if necessary.

2. The lessee covenants with the lessor as follows :—

(a) To pay the reserved rent on or before the 1st day of each year in advance and in manner aforesaid.

(b) To bear pay and discharge all existing and future taxes charges assessments and outgoings payable in respect of the demised land (inclusive of the ground-rent of Rs. or any other sum that may from time to time be levied as such upon the piece or parcel of land by the Collector of the district on behalf of the Central Government or the Government of Madras).

(c) To keep the demised land in good condition.

(d) Not to make or permit to be made under any circumstances any alterations in or additions to the demised land without the previous consent in writing of the lessor or its duly authorized officer provided always that if the lessee is permitted to make any alterations by the lessor or its duly authorized officers the lessee shall not be entitled to any compensation therefor.

(e) To permit the lessor and its authorized officers, or agents with or without workmen at all reasonable times on giving one day's previous notice to enter upon the demised land and to view the condition thereof.

(f) To use the demised land only for the purposes for which it is leased.

(g) Not to assign or under-let or part with the possession of the demised land or any part thereof without first obtaining the written consent of the lessor or its authorized officers.

(h) To yield up the demised land in good condition in accordance with the covenants herein contained.

3. The lessor covenants with the lessee that the lessee paying the rent hereby reserved and observing and performing the several covenants and stipulations herein on his part contained shall peaceably hold and enjoy the demised land during the said term without any interruption by the lessor or any person rightly claiming under or in trust for the lessor.

4. The lease is liable to be terminated at any time within the period of the lease without payment of any compensation to the lessee if in the opinion of the lessor or of the District Collector it is necessary in the public interest to remove any structure errected on the demised land.

5. If the rent hereby reserved or any part thereof is not paid whether formally demanded or not in accordance with the stipulation herein contained or if any covenant on the lessees part herein contained shall not be performed or observed or if the lessee or other person in whom for the time being the term hereby created

shall be vested shall become insolvent, then and in any of the said cases, it shall be lawful for the lessor or its authorized officers at any time thereafter to re-enter upon the demised land or any part thereof in the name of the whole and thereupon this demise shall absolutely determine but without prejudice to the right of action of the lessor in respect of the breach of any of the lessees' covenants herein contained.

6. If either party shall desire to determine the persent demise and shall give to the other party three calendar months' previous notice in writing of such desire then immediately on the expiration of the three calendar months the present demise and everything herein contained shall cease and be void but without prejudice to the remedies of either party against the other in respect of any antecedent claim or breach of covenant.

7. On the expiry of the period for which the lease is granted unless the lease is renewed by the lessor or when the lease is terminated under clause 4 the lessee is bound to remove all the structures existing on the demised land. If the lessee fails to remove the structure within three months from the date on which the lease expired or within three months from the date of the receipt of a notice under clause 4 whichever is earlier the lessor shall be at liberty to cause the same to be removed without notice to the lessee and the lessee hereby makes himself liable for the costs of such removal and the lessee shall not claim any compensation for the structure so removed or for any damage or loss caused by such removal.

The first schedule above referred to.

ALL THAT piece or parcel of land and premises situated in the village/town of
in the registration sub-district of
in the registration district of and bounded on the north by , on the south by
, on the west by and on the east by
bearing Survey No.
and Door No. and containing on the whole by admeasurement be the same more or less.

The second schedule above referred to.

Conditions imposed by the Collector of district.

Signed by the executive authority of panchayat in the presence of

The common seal of the panchayat was hereunto affixed in the presence of

Signed sealed and delivered by the abovenamed in the presence of

In witness whereof the common seal of the panchayat of the lessor was hereunto affixed and the lessee hath hereunto set his hand and seal the day and year first above written.

NOTIFICATION NO. 5.

In exercise of the powers conferred by section 42 of the Madras Panchayats Act, 1958 (Madras Act XXXV of 1958), the Governor of Madras hereby makes the following rule :—

Rule.

Restrictions and control imposed on presidents while exercising the functions of executive officers of panchayats.

The restriction subject to which the president shall, when the executive officer is unable to discharge his functions owing to absence, illness, or any other cause, discharge the functions of the executive officer until the date on which the executive officer resumes his duties, shall be that the president shall *not* discharge the following functions of the executive officer, namely :—

(1) Making appointments of officers and servants of the panchayat (including temporary appointments), ordering extension, or termination of probation, or declaring satisfactory completion of probation of the officers and servants of the panchayat, confirming any officer or servant of the panchayat in a permanent vacancy, promoting, or ordering the transfers and postings of any officer, or servant of the panchayat and inflicting penalties on the officers, and servants of the panchayat.

(2) Conducting public auction of annual sales of leases of markets, slaughter houses, fishery rights and other like leases.

(3) Making of contracts on behalf of the panchayat and withdrawing any money belonging to the panchayat by means of cheque.

(4) Passing final orders of disposal on applications, petitions and other complaints received from public involving administrative problems.

(5) Granting of leave other than casual leave to the officers and servants of the panchayat.

(6) Passing of orders on petitions for revision of house tax.

(7) Granting, or refusing to grant licences.

CHAPTER III—TAXATION AND FINANCE.

NOTIFICATION No. 6.

In exercise of the powers conferred by sub-section (2) of section 71, section 74 and sub-section (1) of section 178 of the Madras Panchayats Act, 1958 (Madras Act XXXV of 1958), the Governor of Madras hereby makes the following rules :—

RULES.

Licensing of pandals and temporary structures on road margins vested in the Highways and Rural Works Department, in panchayat areas.

1. The executive officer of a town panchayat shall have power to grant licence for the erection of pandals and other temporary structures on margins of roads vested in the Highways and Rural Works and Public Works Departments within the limits of the town in connexion with fairs and festivals, subject to the general conditions, if any, which may be imposed by the town panchayat and in addition to the general directions which the officers of the Highways and Rural Works and Public Works Departments may issue from time to time.

2. The occupation of such sites shall be allowed only temporarily during a fair or festival. The period for which such occupation is permitted shall, in no case, exceed three days before the commencement and three days after the termination, of the fair or festival exclusive of the actual period of its duration.

3. The licence fee shall be paid to the town panchayat in advance; otherwise, the licence applied for shall be refused. The acceptance of the prepayment of the fee for licence shall not entitle the person making such prepayment to the licence but only to the refund of the fee in case of refusal of the licence.

4. The income derived by the levy of fees for such occupation shall be used primarily for special sanitary arrangements and lighting connected with fairs or festivals, and the balance remaining, if any, shall be utilised for the improvement of the general sanitary condition of the village in which fairs or festivals are held.

The income derived from the levy of licence fees and the expenditure incurred therefrom shall be shown under separate accounts.

5. The town panchayat shall have no right to trees, if any, standing on the site or to the usufruct therefrom. It shall be solely responsible for any loss of, or damage to trees or produce

caused by a licensee during the period of occupation of the site and shall be liable to pay such compensation as may be fixed by the Highways and Rural Works and Public Works Departments in respect of the loss or damage.

6. No masonry or other permanent structures shall be erected on the site.

7. The town panchayat shall be responsible for the removal of all temporary structures erected on the site in connexion with fairs or festivals and the restoration of the site of the Government in its original condition at the end of the fair or festival.

8. Any person applying for a licence shall, in addition to the payment of the licence fee, deposit a sum equivalent to 25 per cent of that fee, which shall be refunded to him at the time of his vacating the site, provided he restores the site in its original condition, failing which the cost of restoration shall be met from the deposit and the balance left, if any, shall be refunded to him.

9. Neither the town panchayat nor any person permitted by the town panchayat to occupy any site or portion thereof shall be entitled to claim compensation from the Government under any circumstances.

10. The executive officer of the town panchayat shall report to any officer of the Revenue Department, not below the rank of a revenue inspector, any cases of unauthorized occupation, to enable him to take such action as is deemed necessary under the Madras Land Encroachment Act, 1905 (Madras Act III of 1905).

NOTIFICATION NO. 7.

In exercise of the powers conferred by clause (xxxii) of sub-section (2) of section 178 and sub-section (1) of section 179 of the Madras Panchayats Act, 1958 (Madras Act XXXV of 1958), the Governor of Madras hereby makes the following rules :—

RULES.

Licensing of dogs and destruction of unlicensed dogs.

1. The panchayat may, and if so directed by the Collector shall, give public notice in the manner provided for in rule 4 of the rules relating to the manner of publication of notifications and notices, that unlicensed dogs straying within the panchayat limits will be destroyed.

2. When such notice has been given, the owner or custodian of every dog within such limits shall, within thirty days from the date of the notice, take out from the executive authority of the

panchayat a licence and a badge showing the number of the licence, on payment of a licence fee of fifty naye Paise per dog for the half-year in which such notice was given. The badge shall be hung from the neck of the dog.

3. Within thirty days from the commencement of every succeeding half-year, the owner or custodian of every dog shall apply to the executive authority for the grant or renewal of the licence on payment of the fee specified in rule 2.

4. Any dog found straying in any public place without the badge obtained under rule 2 shall be liable to be seized by any person or persons authorized by the executive authority in that behalf.

5. When a dog is seized, the executive authority shall, as soon as possible, intimate its owner or custodian (if his name and address are known) of its detention and the time within which it should be removed on payment of the licence fee with a penalty of fifty naye Paise together with a detention charge of twenty-five naye Paise for every 24 hours of detention or part thereof.

6. On payment of the licence fees, penalty and detention charges specified in rule 5, the executive authority shall return the dog to its owner or custodian. In default of such payment within the period specified under rule 5 or if the name and address of the owner or custodian are not known, the executive authority shall sell the dog in public auction, apply the proceeds thereof to the payment of the licence fees, penalty and detention charges due to the panchayat and shall return to the owner or custodian of the dog, the balance, if any. If the sale proceeds are not sufficient to meet the licence fees, penalty and detention charges due to the panchayat, the entire sum shall be credited to the panchayat funds. If any dog is not sold in auction, the executive authority shall cause its destruction and burial.

7. If any panchayat notified under sub-section (1) of section 76 of the Madras Public Health Act, 1939, as visited by or threatened with, an out-break of rabies, the executive authority may and if so required by the Director of Public Health or the District Health Officer shall, make such arrangements as may be necessary for the seizure, detention, destruction or disposal of dogs in accordance with the Rabies (Prevention and Control) Rules, 1941.

8. The executive authority of the panchayat or any person authorized by him may seize or destroy any dog which in his opinion is suffering from rabies or detain any dog if he suspects it to be showing symptoms of rabies. In all such cases, the executive authority shall consult the Health Officer or the Officer of the Civil Veterinary Department, having jurisdiction over the area and carry out any suggestions made by him.

9. The executive authority may direct that any dog which he knows or suspect to be suffering from rabies or which has been bitten or snapped at by any rabid or suspicious dog, jackal or other animal shall either be destroyed or at the option of the owner detained under observation at the owner's expense in the place appointed for the purpose for such period as the executive authority may fix. Any dog kept under observation may be destroyed immediately, if it is found to be suffering from rabies or developing rabies. When any such direction is made the executive authority shall make arrangements for such destruction or detention and the owner or other person in possession of the dog shall be bound to deliver it to any person authorized by the executive authority to destroy or detain it.

10. Any person who has in his possession any dog which he knows or has reason to believe to be suffering from rabies or to have been bitten or snapped at by any rabid or suspicious dog, jackal or other animal shall immediately initmate the fact in writing to the exective authority.

11. Whoever commits a breach of rules 9 and 10 shall be punishable—

(*a*) with fine which may extend to twenty-five rupees and in case of a continuing breach with fine which may extend to fifteen rupees for every day during which the breach continues after conviction for the first breach; or

(*b*) with fine which may extend to ten rupees for every day during which breach continues, after receipt of notice from the executive authority to discontinue such breach.

12. Every licence granted under rule 2 shall be entered in a register to be opened for the purpose and it shall contain the name and address of the owner or custodian of the dog, the name, if any, and other particulars of the dog, the number and date of issue of licence and the amount collected.

13. The executive authority shall also maintain a separate register showing the description of the dog seized, the time of its seizure, the name and address of its owner or custodian, the fees and charges collected, if any, the date of such collection, the time and date of its release, auction or destruction and the amount, if any, realized in the auction.

14. (1) These rules shall apply to such panchayat or panchayats as may be notified in that behalf by the Collector from time to time.

(2) The Government shall have power to cancel the notification issued by the Collector under sub-rule (1).

NOTIFICATION NO. 8.

In exercise of the powers conferred by section 64 of the Madras Panchayats Act, 1958 (Madras Act XXXV of 1958), the Governor of Madras hereby makes the following rules :—

Rules.

Expenditure on the establishment and maintenance of wireless receiving sets.

No panchayat shall incur any expenditure on the establishment and maintenance of more than one wireless receiving set without the previous sanction in writing of the Revenue Divisional Officer concerned.

2. The Revenue Divisional Officer shall, before according sanction under rule 1, have due regard to the following :—

(i) Whether there is a real need for the establishment and maintenance of more than one wireless receiving set in the village or town; and

(ii) whether the finances of the panchayat are sufficient to meet the cost of the establishment and maintenance of the additional set or sets.

NOTIFICATION No. 9.

Receipts and expenditure of Panchayats.

In exercise of the powers conferred by sub-section (1) of section 112, section 159 and clauses (xii), (xvi) and (xxiv) of sub-section (2) of section 178 of the Madras Panchayats Act, 1958 (Madras Act XXXV of 1958), the Governor of Madras hereby makes the following rules :—

Rules.

Part I—Receipts.

1. *Fees for licences and permissions.*—(1) Every licence or permission granted under the Madras Panchayats Act, 1958 (Madras Act XXXV of 1958), or any rule or by law made thereunder, shall be issued in such forms as may be laid down in that behalf by the Government from time to time.

(2) The fee payable in respect of every such licence or permission shall be collected in advance when the application for the licence or permission is presented.

(3) The particulars relating to the collection of fee and to the grant of such licence or permission shall be entered consecutively in the register of licences and permissions which shall be maintained in such form as may be laid down by the Government from time to time.

(4) Every person to whom such licence or permission is granted shall be furnished with a copy of the conditions subject to which the same is granted.

2. *Income from Endowments and Trusts.*—(1) The executive authority of the panchayat shall maintain or cause to be maintained in the office of the panchayat an up-to-date record of every endowment or trust managed by it. Such record shall show—

(*a*) the authority under which the management of the endowment or trust was vested in the panchayat;

(*b*) the assets and sources of income of the endowment or trust; and

(*c*) the expenditure chargeable to the endowment or trust.

(2) The executive authority of the panchayat shall, in addition to the record referred to in sub-rule (1), maintain or cause to be maintained in the office of the panchayat a register of endowments and trusts showing in separate pages the yearly transactions relating to each endowment or trust.

3. *Contributions.*—The receipt of contributions payable to a panchayat from the Government, other panchayats, municipal councils, other local authorities and private persons shall be watched through the miscellaneous demand register.

4. *Avenue receipts.*—The receipts from the sale of the produce the usufruct of trees shall be watched by the executive authority through the miscellaneous demand register.

5. *Sale-proceeds of tools and plant, sweepings, old stores and materials.*—The orders of the panchayat shall be taken for the disposal of old and unserviceable tools, plant, stores and materials and of sweepings. Such tools, plant, stores, materials and sweepings shall be sold in public auction unless otherwise ordered by the panchayat for specific reasons to be recorded. The sales shall be subject to confirmation by the panchayat. The receipts from all such sales shall be shown in the register of miscellaneous sales.

6. *Fees from markets, cart-stands, landing or halting places, slaughter-houses, fisheries and ferries.*—(1) Where the right to collect fees in respect of the use of any market, cart-stand, landing or halting place, slaughter-house, fishery or ferry is proposed to be leased out by the panchayat the executive authority shall prepare a preliminary notice setting forth the conditions and terms subject to which the lease will be granted.

(2) The conditions and terms set forth in the preliminary notice shall be approved by the panchayat :

Provided that such approval shall not be necessary if the notice has been previously approved, unless there are any changes in its conditions and terms.

(3) The preliminary notice shall set forth the following conditions and terms subject to which the lease will be granted, namely :—

(*a*) No person shall be permitted to bid at the auction, unless he deposits as security such sum as shall be specified in the notice, or if he is in arrears to the panchayat in respect of any previous lease.

(*b*) If the period of lease does not exceed one year—

(i) the lessee, shall, within one week of the date of confirmation of the lease in his favour, deposit a sum which together with the security referred to in clause (*a*) would make-up one-fourth of the total lease amount. This sum shall ordinarily be adjusted towards the instalments of the lease amount due for the last three months of the year, but it may be adjusted towards any instalment of the lease amount over-due from the lessee; and towards the loss, if any, sustained by resale or departmental management; and

(ii) the balance of the lease amount shall be paid within a period of nine months commencing on the 1st April of every year on or before the dates specified in the lease deed.

(*c*) Where the period of lease exceeds one year—

(i) the lessee, shall, within one week of the date of confirmation of the lease in his favour, deposit a sum which together with the security referred to in clause (*a*) would make up an amount equal to three instalments of the lease amount. The sum shall ordinarily be adjusted towards the last three instalments of the lease amount due but it may be adjusted towards any instalments of the lease amount overdue from the lessee and towards the loss, if any, sustained by resale or departmental management; and

(ii) the balance of the lease amount shall be paid fully within such date as the panchayat may determine :

Provided that the date so fixed shall not be later than three months before the expiry of the period of lease;

(*d*) the lease deed shall ordinarily be executed and registered within fifteen days of the date of confirmation of the lease by the panchayat; and

(*e*) if any instalment due under the lease is not paid within one month of the date on which it becomes payable, the executive authority shall forthwith report the matter to the panchayat, which shall thereupon terminate the lease and order its management departmentally at the risk of the lessee till it is resold, if a resale is ordered.

(4) The preliminary notice shall, after approval by the panchayat be published in the District Gazette. A copy of the notice shall also be affixed in the notice board of the panchayat office and in some conspicuous places within the limits of the village town :

Provided that the panchayat may, having regard to the anticipated income from, and the nature of the lease, determine whether the publication of the preliminary notice shall be effected in the manner laid down in this sub-rule or in any other manner, and in the latter case, shall specify the mode or modes in which the publication shall take place.

(5) The executive authority or a person duly authorized by him shall conduct the auction and shall not permit any person who fails to deposit as security such sum as may be specified in the preliminary notice or who is in arrears to the panchayat in respect of any previous lease to bid at the auction.

(6) The executive authority shall, after the auction is completed, place before the panchayat a list of the bids at the auction. The panchayat shall determine which of the bids at the auction should be accepted. Where the bid accepted is not the highest bid, the reasons for rejecting the bid or bids higher than the one accepted, shall be recorded in writing.

(7) In exceptional cases where sales in public auction have proved unsuccessful on at least two occassions, owing to the want of bidders or to strong combination among them or to any other reason, the executive authority may, with the previous sanction of the Collector invite sealed tenders for the lease and place such tenders before the panchayat. The panchayat shall determine which of the tenders shall be accepted. Where the tender accepted is not the highest tender, the reasons for rejecting the tender or tenders higher than the one accepted shall be recorded in writing.

(8) The executive authority on behalf of the panchayat shall then enter into a written contract with the person whose bid has been accepted in accordance with the terms and conditions of the preliminary notice.

(9) The collection of the amounts due shall be watched through the miscellaneous demand register.

(10) In the case of every lease, a lease deed shall be executed and it shall specify—

(*a*) the duration of the lease;

(*b*) the amount of each instalment of the rent and the date on or before which it shall be payable;

(*c*) the compensation payable in the case of payment of any instalment after the due date;

(*d*) the liability of the lessee to make good any loss caused to the panchayat on resale or through departmental management and resale owing to default on the part of the lessee to fulfil the terms of his contract; and

(*e*) the rate of fees to be levied by the lessee in regard to markets, landing places, halting places, cart-stands, slaughter-houses, fisheries and ferries.

(11) (*a*) Every lease deed shall contain an express condition that the lessee shall be liable to pay such ground-rent as the Collector may fix from time to time.

(*b*) No person shall be allowed to exercise his rights under the lease until he has executed the lease deed.

7. *Collection of fees.*—(1) Where any market, cart-stand, landing or halting place, slaughter-house, fishery or ferry is managed departmentally, all fees levied in respect of the use thereof shall be collected by means of tickets printed and supplied by the executive authority.

(2) The tickets shall be printed in foil and counterfoil in different colours for different rates of fees, the rates being printed in each case. Each kind of ticket shall be bound in books of 100 each and shall bear consecutive machine numbers. Before issue to the collecting officers, they shall be stamped with the common seal of the panchayat in the presence of the executive authority or any person authorized by him in this behalf.

(3) A register in two parts shall be maintained in the office of the panchayat in respect of these tickets.

The first part shall be a stock register, the entries for receipts being attested by the executive authority or an officer authorized by him and the entries for issue being attested by the collecting officer concerned.

The second part shall be a personal ledger account for each officer entrusted with the collection of revenue by means of these tickets. It shall be debited with the number and value of each kind of ticket issued to each collecting officer and shall be credited with the amount of the collections paid by him into the office of the panchayat. Remittances shall be made by the collecting officer every day and shall be accompanied by the details of the number and value of each kind of ticket issued by him.

(4) Where any ticket book has been completely used, the counterfoil shall be sent to the office of the panchayat for check with actual credits.

(5) The collecting officer shall also keep an account of the tickets entrusted to him and the collection made by him. The daily collections by each kind of ticket shall be entered in such

account and the balance struck at the end of every day. The account and the stock of tickets shall be verified at regular intervals by the executive authority or any officer authorized by him who shall certify to such verification.

8. *Income from buildings, lands and other immovable property.*—(1) If any building belonging to a panchayat is rented out or if any land or other immovable property belonging to such panchayat is leased out, the prompt recovery of the rent of such building or the amount due under such lease shall be watched through the miscellaneous demand register.

(2) A register in such form as may be laid down by the Government from time to time shall be maintained in every traveller's bungalow, rest-house or chatram under the control of the panchayat and the person occupying such traveller's bungalow, rest-house or chatram, shall be required to enter the particulars specified in the register. Fees shall be charged for such occupation at the rates determined by the panchayat.

9. *Recoveries for services rendered.*—Save as otherwise provided in the Madras Panchayats Act, 1958 (Madras Act XXXV of 1958), no work for any private individual or body shall be undertaken by a panchayat unless the estimated cost thereof has been paid in advance.

10. *Miscellaneous bill register.*—All transactions relating to miscellaneous dues for which miscellaneous bills are issued shall be recorded in the miscellaneous bill register.

11. *Refunds of revenue.*—No item of revenue received by a panchayat shall be refunded without the sanction of the panchayat. The sanction accorded by the panchayat shall lapse after one year from the date of grant and thereafter a fresh sanction shall be necessary.

Bills for refunds of revenue shall be drawn in such form as may be laid down by the Government from time to time. As soon as a refund is made, a note of the grant thereof shall to be made against the original credit entry in the relevant accounts.

12. *Sale of usufruct of trees, wind fallen trees, etc.*—

(1) All sales of—

(*a*) the produce of usufruct of trees;

(*b*) wind fallen and withered trees;

(*c*) sweepings;

(*d*) tools and plant;

(*e*) old stores and materials; and

(*f*) leases of buildings and lands belonging to the panchayat shall be effected by public auction which shall be conducted by the executive authority or by a person duly authorized by him who shall give full publicity thereto in such manner as he considers suitable. The bids at the auction shall be placed by the executive authority before the panchayat which shall determine which of the bids should be accepted. Where the bid accepted is not the biggest bid, the reasons for rejecting a bid or bids higher than the one accepted shall be recorded in writing :

Provided that in the case of lands and buildings referred to in clause (*f*) when it is advantageous to renew the lease in favour of the person to whom it was originally granted, the panchayat may, with the previous sanction of the Collector, dispense with public auction.

(2) The articles sold shall not be allowed to be taken possession of by the successful bidder until he has paid the full amount payable by him.

(3) All sales shall be shown in the register of miscellaneous sales and all realizations of sale amounts shall be entered therein.

13. *Security for collection of fees.*—Security adequate in the opinion of the executive authority shall in all cases be taken for the due fulfilment of the terms of a lease of the produce or usufruct of trees or of the right to collect fees in respect of markets, cart-stands, landing places or halting places, slaughter-houses, fisheries or of any other similar right. The security so taken shall not be repaid to the lessee unless and until he has satisfactorily complied with all the terms of the lease. But the amount of security may be adjusted towards the last instalment due under the lease.

14. *Receipt of moneys.*—All moneys received by the executive authority or under his authority by an officer or servant of the panchayat including a Government servant whose services have been placed at the disposal of the panchayat in his capacity as such, shall be brought into account as soon as they are received. All moneys so received shall be paid into the panchayat office daily.

15. *Utilization of moneys.*—No moneys received on behalf of the panchayat shall be utilized for its expenditure without first being brought into account and paid or remitted into the treasury, bank or co-operative society where the funds of the panchayat are lodged.

16. *Payment into a treasury, bank or co-operative society.*—Every payment into a treasury, bank or co-operative society shall be accompanied by a chalan, which shall show the amount of the payment made, the nature thereof and the person or office on whose account it is made.

17. *Application of capital receipts to ordinary expenditure.*—No panchayat shall apply its capital receipts, such as sale proceeds of land, buildings or machinery, to ordinary expenditure without the previous sanction of the Collector.

18. *Supply of collection book.*—Every panchayat servant or the village headman entrusted with the collection of revenue due to panchayat on bills previously issued in the panchayat office shall be supplied with a collection book.

19. *Collection of taxes and other revenues.*—Collection of taxes and other panchayat revenue made by bill-collectors or other out-door subordinates or village headman shall be remitted into the panchayat office through a collection register maintained in the panchayat office.

20. *Issue of receipts.*—Receipts in the form laid down by the Government shall be given for all moneys received in the panchayat office from the public except in the case of receipts acknowledged in the office collection register. Such receipts shall be signed by the executive authority or by any other person authorized by him

21. *Cash book and subsidiary registers.*—The executive authority shall maintain or cause to be maintained in such form, as may be laid down by the Government from time to time, the following accounts and registers in the panchayat office :—

(1) Cash book.

(2) Collection register of tax on vehicles.

(3) Register of licences and permissions.

(4) Miscellaneous demand register.

(5) Register of revenue yielding properties.

(6) Collection book.

(7) Register of bills passed for payment.

(8) Register of miscellaneous sales.

(9) Miscellaneous bill register.

(10) Register of endowments and trusts.

(11) Chitta.

(12) Acquittance register.

(13) Miscellaneous receipts.

(14) Audit register.

PART II—EXPENDITURE.

22. *Payment from panchayat.*—All payments out of the panchayat fund in respect of bills presented to the panchayat shall be made only after the bills are passed by the executive authority or by some person duly authorized in that behalf by the executive authority.

23. *Payment by cheque.*—Payments shall be made by cheques drawn in favour of the parties on the treasury, bank or co-operative society where the funds of the panchayat are lodged. Self-cheques shall be drawn by the executive authority only for payments to be made to himself and to the establishment. Where the funds of a panchayat are lodged in the Post Office Savings Bank, the executive authority shall withdraw the amount required for payment and disburse it to the parties concerned.

24. *Sanction of permanent advance.*—A panchayat may sanction a permanent advance to the executive authority for incurring petty contingent expenditure. The transactions shall be recorded in a register of contingent charges and the permanent advance recouped whenever it is exhausted.

25. *Drawal of cheques.*—Where the executive authority or other officer of a panchayat who is authorized to draw cheques against the funds of the panchayat lodged in a Government treasury or bank or co-operative society makes over charge of his office either temporarily or permanently, he shall send a specimen of the signature of the relieving officer together with a certificate in the form given below to the treasury officer or the local official of the bank, or the postmaster or secretary of the co-operative society as the case may be.

Form of certificate.

A.B.

Signature and designation of the relieving officer.

I certify that the above is the signature of the officer to whom I have made over charge of my office with effect from the forenoon/afternoon of (date) day of (month) 19 .

C.D.

Signature of the officer making over charge with date.

26. *Maintenance of cheque books.*—Cheque books shall be kept in the personal custody of the drawing officer and when a transfer of charge takes place, a note shall be recorded in the cash book over the signature of both the relieved and the relieving officers showing the number of unused cheques and cheque books made over and received by them respectively.

27. *Procedure for claims against the panchayat fund.*—(1) Every person having any claim against the panchayat fund shall present a bill at the panchayat office. Wherever possible such bill shall be in the form, if any, provided for the purpose and the claimant shall duly date and sign the same and stamp it where necessary.

(2) Wherever possible printed forms shall be used in preparing bills.

(3) Where a claimant presents a bill in a form different from the form provided for the purpose, a separate bill in the proper form shall be prepared by the officer incurring the expenditure and the claimant's bill shall be attached thereto as a sub-voucher.

(4) Every bill shall be presented to the chief ministerial officer of the panchayat who shall enter it in the register of bills and then check and examine the bill as regards its admissibility with reference to sanction or other documents, the propriety of the claim and the arithmetical accuracy. If on such check and examination the bill is found to be correct and in order it shall be placed before the executive authority for signing the pay order in the bill.

28. *Acknowledgments for receipt of money.*—(1) Separate acknowledgments (stamped where necessary) shall be taken in the acquittance register from each officer or servant of the panchayat to whom any salary or allowance is paid except where the drawer of the bill is the sole payee and has already furnished a receipt (stamped where necessary) on the bill itself.

(2) Where any officer or servant of a panchayat makes any payment from any sum drawn by him, he shall, unless a receipt (stamped where necessary) has been furnished on the bill itself, obtain and attach to the bill a separate receipt (stamped where necessary).

29. *Sanction of expenditure.*—Where any item of expenditure requires the sanction of any authority higher than the officer or servant drawing the bill, such sanction shall be obtained and the terms thereof shall be quoted on the bill.

30. *Certificate for sanctioning of expenditure.*—(1) No item of expenditure shall be sanctioned by a panchayat unless a certificate in the following form has been furnished in respect thereof.

	RS. NP.
The amount may be met from the budget allotment of Rs. under the head	
The amount spent under this head up-to-date is ...	
The amount sanctioned up-to-date but not spent is	
The amount to be sanctioned now is	
Total ...	
The balance remaining will be	

If there is no budget provision under the head concerned and the panchayat decides to find the amount by reappropriation from another head, the words ' by reappropriation ' shall be added after the word ' met '.

The certificate shall be entered in the agenda, circulated before the meeting and, if accepted by the panchayat it need not be written again as part of the resolution in the minutes book. If, however, the panchayat makes any alteration either in the amount of expenditure or in the head from which the expenditure is to be met, the certificate as amended shall form part of the resolution of the panchayat and be entered as such in the minutes book.

(2) A sanction for any fresh charge which has not been acted on for a year shall be held to have lapsed unless it is specifically renewed :

Provided that this sub-rule shall not apply to—

(*a*) a case where an allowance sanctioned for an appointment of a class of officers has not been drawn by a particular incumbent of the appointment or a particular set of officers;

(*b*) additions made gradually from year to year to a permanent establishment under a general scheme which has been sanctioned by proper authority; and

(*c*) expenditure on works which shall be governed by the provisions laid down in sub-rule (3).

(3) (*a*) The sanction to an ordinary annual maintenance estimate shall lapse on the last day of the financial year to which it relates. If, however, inconvenience would arise in any exceptional case from stoppage of the work on that date, the repairs may be carried on to completion, the expenditure incurred after that date being treated as expenditure against a fresh repair estimate for the next year.

(*b*) Estimates for special repairs shall remain current till the completion of the repairs in the same manner as estimates for original works.

(*c*) The approval or sanction to an estimate for any public work other than annual maintenance shall, unless such work has been commenced, ceased to operate after a period of three years from the date from which it was accorded.

31. *Limitation of claims.*—No claim against a panchayat other than one relating to any officer or servant of the panchayat which will be governed by rules separately framed in that behalf, shall be paid (1) where the bill in respect thereof is presented more than six months but not more than one year from the date on which the claim became due without the order of the executive authority and (2) where such bill is presented more than one year from the date on which the claim became due without the order of the panchayat.

32. *Overpayment.*—The responsibility for the overpayment shall rest primarily with the drawer of a bill who shall be required to make good the overpayment and failing recovery from him the overpayment shall be recovered from the countersigning or passing officer only in the event of the culpable negligence by either of them.

33. *Defalcation or loss of moneys or stamps.*—(1) Any defalcation or loss of moneys or stamps belonging to a panchayat shall be reported immediately after discovery to the auditor appointed under section 141 of the Madras Act XXXV of 1958. A further and complete report shall also be submitted to such auditor as soon as may be after the matter has been fully enquired into settingforth the nature and extent of the defalcation or loss, the errors or neglect of rules by which such defalcation or loss was rendered possible, and the prospects of effecting a recovery.

(2) Loss by theft or otherwise of other property belonging to a panchayat shall also be reported to the auditor if the value of the property exceeds ten rupees.

(3) The submission of the reports prescribed by sub-rules (1) and (2) shall not be deemed to debar the panchayat or the executive authority from taking such further action as may be considered necessary.

NOTE.—(i) Any loss caused to any immovable property belonging to panchayats due to calamity such as fire or flood other than fair wear and tear shall also be reported to the auditor in the form appended to these rules.

(ii) In cases of loss by way of damage to any portion of any immovable property belonging to panchayats it shall not be necessary to write off the value of the damaged portion if the damaged portion is replaced or reconstructed within a period of two years from the date of such damage.

(iii) For the purpose of write off, the value of temporary structures damaged or destroyed which have served the period intended for and which are therefore not proposed to be replaced or reconstructed, the value of such structures shall be assessed as on the date of damage or destruction.

34. *Establishment bills.*—Pay bills shall be prepared in such form as may be laid down by the Government from time to time The monthly pay bill of the establishments shall be supported either by an absentee statement in such form as may be laid down by the Government from time to time or by a certificate in the bill that no leave has been granted to any member of the establishment.

35. *Increment certificate form.*—To the first pay bill in which a periodical increment is drawn, an increment certificate in such form as may be laid down by the Government from time to time shall be attached.

36. *Drawal of pay of officers.*—The pay of an officer or servant lent by the Government to a panchayat or transferred to it from any other local body shall be drawn only after the receipt of a last pay certificate (which shall be in such form as may be laid down by the Government from time to time) granted by the head of his former office. Such certificate shall be attached to the first pay bill drawn after such loan or transfer.

37. *Payment due to a deceased officer or servant.*—(1) Pay, leave salary and allowances may be drawn for the day of death of an officer or servant of the panchayat; the hour at which death takes place does not affect the claim.

(2) Payment due to a deceased officer or servant of a panchayat shall not be made except on the production of an authority of the nature specified in clauses (i), (ii), (iii), (iv) or (v) of sub-section (1) of section 214 of the Indian Succession Act, 1925 (Central Act XXXIX of 1925) :

Provided that payments may be made without the production of such authority—

(i) to the extent of Rs. 25 under the orders of the panchayat if it is satisfied after such enquiry as it may consider sufficient, about the right and title of the claimant; and

(ii) above Rs. 25 under the orders of the Collector on the execution of an indemnity bond with such security or securities as he may require, if he satisfied, after such enquiry as he may consider sufficient, about the right and title of the claimant and considers that undue delay and hardship would be caused by insisting on the production of such authority.

38. *Drawal of arrears of pay.*—Arrear pay shall be drawn not in the monthly bill but in a separate bill which shall quote the bill from which the charge was omitted or withheld or on which it was refunded by deduction.

39. *Authority to sign and pass pay bills.*—Pay bills shall be signed and passed by the executive authority.

40. *Date of payment of salaries and allowances.*—Payment of salaries and fixed allowances shall not be made before the first working day of the month following that to which the payment relates :

Provided that in the event of an officer or servant finally quitting the service of the panchayat or being transferred to the service of another local body or the Government, payment may be made on the date of such event :

Provided further that when the first six days of a month are public holidays on which payments are not made at the treasury or bank, the amounts may be drawn and paid on the last open day before the holidays.

41. *Responsibility of the drawer of a bill.*—The drawer of a bill for salary and allowances shall be personally responsible for the amount so drawn until it has been disbursed to the proper person or persons concerned and their acquittances have been obtained. If the payee does not present himself within thirty days from the date of drawal of moneys, the amount drawn for him shall be refunded by short drawal in the next bill. The amount of salary and allowances drawn shall not in any circumstances be placed under deposit.

42. *Audit register.*—In order to facilitate the check of monthly bills for recurring charges, such as establishment, house-rent and conveyance allowance, an audit register shall be maintained in the office of every panchayat.

43. *Drawal of travelling allowance.*—Travelling allowances other than fixed travelling allowances shall be drawn in a separate bill in such form as may be laid down by the Government from time to time.

44. *Drawal of conveyance allowance.*—Conveyance allowance shall be drawn in the pay bill of the officer or servant concerned and not on travelling allowance bills. To every bill for conveyance allowance a certificate shall be attached that the conveyance was actually maintained in good order and used by him during the month.

45. *Placing of all bills before panchayat.*—All bills for expenditure incurred in a month whether with or without the sanction of the panchayat shall be placed before it as early as possible for being passed after such scrutiny as it may consider necessary.

APPENDIX.

[*See* note (i) to sub-rule (3) of rule 33.]

REPORT OF DAMAGE TO IMMOVABLE PROPERTY BELONGING TO PANCHAYATS.

1. Department.
2. Locality.
3. Description of the property damaged or destroyed.
4. Cause of the damage or destruction.
5. Value of the damaged or destroyed portion of the property at the time of damage or destruction.
6. (*a*) Is it proposed to replace or reconstruct the damaged or destroyed portion?
   (*b*) If so, what is the estimated cost of the replacement or reconstruction?
7. If it is not proposed to replace or reconstruct the damaged or destroyed portion of the property, what is the amount to be written off in the capital value of the property in the accounts?
8. What action is being taken to effect such write-off, if any?

NOTIFICATION No. 10.

In exercise of the powers conferred by clause (xii) of subsection (2) of section 178 of the Madras Panchayats Act, 1958 (Madras Act XXXV of 1958), the Governor of Madras hereby makes the following rules :—

RULES.

Lodging and investment and manner of drawing upon of funds belonging to town panchayats.

1. All moneys received by a town panchayat shall be lodged either in the nearest Government treasury or in the nearest Post Office Savings Bank, or in both.

2. (1) A town panchayat may invest sums not required for immediate use in fixed deposits for periods up to three years in the Madras State Co-operative Bank and District Central Co-operative Banks approved by the Registrar of Co-operative Societies for the purpose.

(2) A town panchayat may invest any surplus in the ear-marked funds in Madras Government securities, securities issued by the Government of India including savings certificates or in debentures of the Madras Co-operative Central Land Mortgage Bank, Limited.

(3) In special cases, a town panchayat may, with the the sanction of the Revenue Divisional Officer, lodge or invest its funds in any other bank specified by the Revenue Divisional Officer.

(4) A town panchayat may, with the sanction of the Revenue Divisional Officer and subject to such conditions as to security or otherwise as he may lay down, leave its moneys in the custody of its executive authority :

Provided that no such sanction shall be necessary for leaving a permanent advance not exceeding Rs. 25 in the custody of the executive authority.

(5) All orders or cheques against the town panchayat fund shall be signed by the executive authority.

(6) The Treasury or bank in which the panchayat fund is lodged, shall, so far as the funds to the credit of the town panchayat admit, pay all orders or cheques against the fund, which are signed as required by rule 5.

(7) If the town panchayat shall have given previous authority in writing, such treasury, bank or executive authority may at once pay out of the funds of the town panchayat without such order or cheque, any expense which the Government have incurred on behalf of the town panchayat.

CHATER IV.—BUDGET, ADMINISTRATION REPORT AND AUDIT.

NOTIFICATION No. 11.

In exercise of the powers conferred by sub-sections (1) and (2) of section 140 and clauses (xiii) and (xiv) of sub-section (2) of section 178 of the Madras Panchayats Act, 1958 (Madras Act XXXV of 1958), the Governor of Madras hereby makes the following rules :—

RULES.

BUDGET AND ALLOTMENT OF FUNDS IN RESPECT OF PANCHAYATS.

1. The budget of every panchayat and an abstract thereof shall be prepared in such form as the Government may from time to time, specify.

2. A working balance of not less than five per cent of the estimated receipts (excluding those from endowments, Government grants and debt heads) of the year for which the budget has been prepared, shall be provided for in the budget.

3. Three copies of the budget so prepared shall be submitted by the executive authority of the panchayat to the Revenue Divisional Officer through the Divisional Panchayat Officer concerned on or before the 30th November preceding the budget year and one copy shall at the same time be furnished to the auditor. The Divisional Panchayat Officer shall retain one copy with him and forward the remaining two copies with his remarks to the Revenue Divisional Officer.

4. No panchayat shall authorize any item of expenditure not included in the budget or which is in excess of the budget allotment without indicating the source from which the money required for the proposed expenditure is to be found.

5. The sanctioning of the budget shall not by itself be deemed to authorize the panchayat to incur all the expenditure provided for therein; and where the sanction of the Government or of any other authority is required for incurring any expenditure the provision for which has been included in the budget, and such sanction has not been specifically accorded, it shall be the duty of the panchayat to obtain such sanction before the expenditure is incurred.

6. The executive authority shall pay prompt attention to the remarks, if any, made by the auditor in regard to expenditure as compared with the budget allotment.

7. All allotments made in the budget shall lapse at the end of the year. Parts of allotments remaining unexpended at the end of the year shall not be reserved for disbursement after the end of the year nor shall they be appropriated by transfer to deposits or any other head or drawn in advance, in order to avoid lapse.

8. All expenditure during the course of the year shall be regulated in accordance with the allotments made in the budget for the year sanctioned by the panchayat with modifications

suggested, if any, by the Revenue Divisional Officer or as modified by the Collector under sub-section (3) of section 140 of the Madras Panchayats Act, 1958.

NOTIFICATION No. 12.

In exercise of the powers conferred by clause (xvi) of sub-section (2) of section 178 of the Madras Panchayats Act, 1958 (Madras Act XXXV of 1958), the Governor of Madras hereby makes the following rules :—

RULES.

I. Issue and disposal of audit reports.

1. The report on the audit of the accounts of a panchayat for each financial year shall be sent by the auditor appointed by the Government under sub-section (1) of section 141 of the Madras Act XXXV of 1958, to the executive authority of the panchayat after the audit is completed. A copy of the report shall be sent by the auditor to the Revenue Divisional Officer concerned in the case of town panchayats and the Divisional Panchayat Officer in the case of Village Panchayats.

2. The executive authority of a panchayat shall place the audit report, with his replies thereto, before the panchayat and submit it to the Divisional Panchayat Officer in the case of village panchayats and to the Revenue Divisional Officer through the Divisional Panchayat Officer in the case of town panchayats together with two copies of his replies and the resolution of the panchayat approving them within two months from the date of receipt of the audit report.

3. In the case of town panchayats the Divisional Panchayat Officer shall submit the replies to the Revenue Divisional Officer with his remarks, if any. The audit report of the town panchayats shall be reviewed by the Revenue Divisional Officer and the audit reports of village panchayats shall be reviewed by the Divisional Panchayat Officers. A copy of the review shall be sent to the auditor, with a copy of the replies of the executive authority and the resolution of the panchayat.

II. Inspection of books and accounts by rate-payers.

1. The executive authority of a panchayat shall prepare and keep the assessment books in such form as may be laid down by the Government from time to time showing the persons and properties liable to taxation under Madras Act XXXV of 1958.

2. The assessment books and where detailed particulars relating to any assessment are kept in separate records, the portion thereof containing such particulars shall be open to inspection during office hours on working days and without payment of fees by any person who pays any tax to the panchayat or his authorized agent. Such persons or their authorized agents shall be entitled to take extracts free of charge, from the said books and records.

3. The account books of the panchayat shall be open to inspection without payment of any fee by any person who pays any tax to the panchayat or by his authorized agent on such day or days in each month as may be fixed by the Government.

NOTIFICATION No. 13.

In exercise of the powers conferred by section 54 of the Madras Panchayats Act, 1958 (Madras Act XXXV of 1958), the Governor of Madras hereby makes the following rules :—

RULES.

Preparation and submission of administration reports.

1. The executive authority of every panchayat shall, after the close of each year, prepare the administration report of the panchayat in two parts, namely, (i) the report proper embodying the particulars referred to in the questionnaire appended to these rules, and (ii) the annual account in such form as may be laid down by the Government from time to time.

2. The panchayat shall submit two copies of the administration report to the panchayat union council through the Divisional Panchayat Officer not later than the 1st May of the year following that to which the report relates.

APPENDIX.

ADMINISTRATION REPORT OF . . . . PANCHAYAT, ... TALUK . . . . DISTRICT FOR 196 – 6.

I. *Constitution and management.*—(1) (*a*) What is the number and date of order constituting the panchayat?

(*b*) What is the area of the panchayat? Was there any change in jurisdiction during the year? Quote the number and the date of order.

(*c*) Is the panchayat a town or village panchayat? What is its population according to the latest census figures available?

(2) (a) What is the total sanctioned strength of the panchayat?

(b) Was there any change in strength during the year?

(c) Was any revision of wards ordered during the year?

(d) The number of seats, if any, reserved for Scheduled Castes? Was this number changed during the year?

(e) The number of elected women members. Was any co-option of women made?

(f) Was any election of members, ordinary or casual, held during the year and was there any election dispute?

(g) Whether there was any delay in filling up the casual or ordinary vacancies, if any, and if so, the reasons therefor?

(3) President, vice-president and members—

(a) Was there any election of President or Vice-President during the year and was there any election dispute?

(b) Was the president or vice-president removed from office during the year? Was any motion expressing want of confidence in the president or vice-president passed?

(c) Was the vice-president in charge of the office of president or whether any temporary president appointed, and if so, for what period?

(d) Was any member removed from office during the year?

(e) Was any member disqualified during the year?

(f) Was any member restored to office during the year?

(4) Meetings—

(a) How many meetings were held during the year under rules 3 (1), 3 (2) and 4 (1) of the rules relating to the proceedings of panchayats and how many such meetings were ordinary, urgent and special?

(b) How many were adjourned for want of a quorum?

(5) Was any Committee formed during the year and if so, for what purpose?

(6) Management—

(a) Where is the panchayat office located? Is the building owned or rented? If rented, what is the amount paid? Is it accessible to all communities?

(b) Are the prescribed registers and forms maintained?

(c) Establishment—

(i) What is the number of clerks employed and on what scale of pay?

(ii) Are the number of clerks and scales of pay in accordance with the orders of the Inspector or his delegatee?

(iii) Has the panchayat, along with any other panchayat, employed any common staff? If so, furnish details of such staff with information regarding the proportion of cost thereof met by the panchayat.

II. *Communications.*—(1) (*a*) Were any roads newly formed or bridges and culverts constructed during the year and at what cost? How were they financed?

(*b*) What is the total length of roads and streets maintained by the panchayat?

(*c*) Number of encroachments pending at the beginning of the year.

(*d*) Number of encroachments detected during the year.

(*e*) Number of encroachments disposed of during the year.

(*f*) Number of encroachments pending at the close of the year.

(*g*) What is the general condition of roads?

(*h*) Was any public road, sewer, drain, drainage, work, tunnel or culvert excluded from the operation of the Act?

(2) Are there any canals and ferries in the village and is their management entrusted to the panchayats? What is the income derived from the source?

(3) Is the right to collect the usufruct of avenue trees leased out? What is the income and expenditure?

III. *Lighting.*—(1) Is electricity introduced in the village or town?

(2) State the number of electric lights, kerosene lights, petromax or gas lights maintained by the panchayat. What is the total expenditure?

(3) Is any tax levied on agricultural land for specific purpose under sub-section (3) of section 119 of the Madras Panchayats Act, 1958, and if so, what is the income derived from it?

IV. *Education.*—(1) What is the number of schools in the village or town? By whom are they maintained? Is it adequate? What is the total number of boys and girls attending the schools?

(2) How many children of the Scheduled Castes are reading in the schools?

(3) Is compulsory education in force in the village or town?

(4) Is there any reading room in the village or town? Give details of journals supplied.

(5) Is there any adult school or night school in the village or town? If so, how many and by whom they are conducted? What was the strength of these schools during the year? Were any illiterate adults turned literate in the panchayat during the year and if so, how many?

V. *Public Health*—

(1) Streets—

Are streets swept regularly? What is the number of sweepers employed and at what cost?

(2) Latrines—

Are there any public latrines?

If so, how many?

(3) Water-supply—

(*a*) What are the drinking water sources and are they adequate?

(*b*) Have measures been taken to prevent them from pollution?

(*c*) Were any prosecutions launched and if so, the number?

(4) Drainage—

Are there any drains in the panchayat and are they cleaned regularly and maintained properly? If there are no drains, what arrangements are made for the disposal of sullage?

(5) Is the Madras Towns Nuisances Act, 1889 (Madras Act III of 1889) in force in the village or town? If so, what is the number of prosecutions and what is the amount of fines levied?

(6) Is the Madras Registration of Births and Deaths Act, 1889 (Madras Act III of 1889) in force in the village or town?

(7) Fairs and festivals—

(*a*) What are the principal fairs and festivals?

(*b*) Were sanitary arrangements made during such fairs and festivals? If so, by whom and at what cost?

(8) Epidemics—

Were there any epidemics during the year and what preventive measures were taken by the panchayat?

(9) Dangerous and offensive trades (Town Panchayats only)—

(*a*) Has the panchayat notified any industrial area?

(b) What are the trades controlled by the panchayat?

(c) How many licences were issued during the year and what is the income derived from them?

(d) Has the panchayat framed any by-laws?

(10) Medical relief—

Is there any hospital or dispensary in the village or town?

(11) Whether the panchayat is maintaining private scavenging service and if so, whether it is self-supporting?

(12) Is the Places of Public Resort Act, 1888 (Madras Act II of 1888) or any of the provisions of the Madras District Municipalites Act, 1920 (Madras Act V of 1920) or the Madras Town-Planning Act, 1920 (Madras Act VII of 1920) extended to the area?

(13) (a) Are the living conditions and the conditions of work of scavengers and sweepers in the employ of the panchayat satisfactory?

(b) What are the improvements effected in this behalf?

(c) Whether as a result of these improvements any scavenger or sweeper was thrown out of employment?

(d) If so, how many of them have been absorbed in any other suitable kind of employment under the control of the panchayat? (State the nature of the employment).

VI. *Remunerative enterprises.*—(1) Did the panchayat open any new markets, cart-stands, or slaughter-houses during the year?

(2) Markets—

(a) How many public markets are there in the village or town? Is the panchayat maintaining any and has it constructed any stalls? What is the income therefrom?

(b) Is the panchayat receiving contribution from the panchayat union council on account of markets classified as panchayat union markets?

(c) Are there any private markets? If so, what is their number? What is the income derived by way of licence fees levied on them? Were any private markets closed during the year and if so, were public markets opened in their place?

(3) Cart-stands—

Is the panchayat maintaining any cart-stand? What is the method of collecting fees? What is the income therefrom and the cost of establishment?

(4) Slaughter-houses—

State the number of slaughter-houses maintained by the panchayat and the net revenue therefrom.

(5) Cottage industries—

Describe the steps taken, if any, by the panchayats to improve them.

(6) Is any rent paid for the unreserved forest under the control of the panchayat and if so, state the amount and the income realized and other expenditure incurred.

(7) Is compost manufactured? If so, state the income derived therefrom.

(8) How many trees were planted during the year?

(9) (i) Number of public parks and gardens maintained and name, if any.

(ii) Expenditure incurred on their maintenance—Cost of staff and other items separately.

(iii) Income, if any, derived from them and the source from which the net expenditure is met.

(iv) Proposal, if any, to open new parks or gardens.

VII. *General revenues*—

(1) Taxes—

(*a*) Give particulars of rates at which house-tax, profession-tax and vehicle-tax are levied and the amount collected during the year under each head.

(*b*) State the number of coercive processes issued for the recovery of tax.

(*c*) Is collection of any tax or fees entrusted to village headman?

(2) Miscellaneous income—

(*a*) Panchayat's share of the local cess levied in the village due to the panchayat under section 115 of the Madras Panchayats Act, 1958.

(*b*) Income from duty on transfers of property.

(*c*) Income from fisheries.

(*d*) Income from communal porambokes.

(*e*) Income from endowments and trusts.

(*f*) Government grants under section 132 of the Madras Panchayats Act, 1958 (Madras Act XXXV of 1958).

(*g*) Any ex-gratia grants paid by Government.

(*h*) Any other income.

(3) (*a*) The amount of contribution, if any, paid by the panchayat union council on what account.

(*b*) The amount of contribution, if any, paid by private individuals and for what purpose.

VIII. *Financial position.*—(1) (*a*) Is the panchayat fund lodged in savings banks, or in other approved manner?

(*b*) Give details of investment, if any, of panchayat fund, quoting the authority in support of such investment.

(2) When were the accounts of the panchayat last audited and what is the result of the audit?

(3) Give a brief abstract of receipts and charges during the year together with the opening and closing cash balance. (The heads and the amounts furnished in the audit report for the year under report to be entered here, if audit has been completed already).

IX. *Miscellaneous.*—(1) Was any unreserved forest withdrawn from the control of the panchayat during the year?

(2) Are there any institutions or works transferred to the management of the panchayat?

(3) Are there any charitable endowments or inams under the management and superintendence of the panchayat?

(4) Was any donation accepted during the year? If so, state details.

(5) Are there any trusts under the management of the panchayats?

(6) Is protection and maintenance of any village irrigation work, management of turns of irrigation, or regulation of distribution of irrigation water transferred to the panchayat?

(7) Was any poramboke, grazing ground, threshing floor, burning and burial-ground, cattle-stand, cart-stand and tope excluded by the Collector from the operation of the Act during the year?

(8) Was any kudimaramath executed?

(9) What are the steps taken for improving food production? Note the achievements.

(10) What are the steps taken for effecting family planning in the village so that the growth of population may be brought under control?

X. *General administration.*—(1) Was the panchayat dissolved during the year? If so, state the period.

(2) Was there any occasion for the executive authority or the Collector or the Inspector to exercise emergency powers under section 45 or section 148 of the Madras Panchayats Act, 1958 (Madras Act XXXV of 1958) respectively?

(3) Was any resolution, licence or permission cancelled during the year?

(4) Was there any occasion for the Inspector or other competent authority to direct the performance of any duty in default of the panchayat president or executive authority performing the same?

(5) Are weights and measures tested?

(6) Were any by-laws framed? If so, state their nature.

(7) General remarks, if any.

CHAPTER V--PUBLIC WORKS AND MISCELLANEOUS.

NOTIFICATION No. 14.

In exercise of the powers conferred by clause (xl) of sub-section (2) of section 178 of the Madras Panchayats Act, 1958 (Madras Act XXXV of 1958), the Governor of Madras hereby makes the following rule :—

RULES.

Illict cutting of trees.

The village headman shall report every case of illicit cutting of trees on road margins or on land vesting in the panchayat to the Tahsildar, through the Revenue Inspector concerned and shall also send a copy of the report to the executive authority. The executive authority shall, thereupon, with in a fortnight from the date of the said report, inform the Tahsildar of the action taken or proposed to be taken against the person or persons responsible for the illicit cutting. If no communication is received by the Tahsildar from the executive authority within the time allowed, he shall, after ascertaining that the panchayat has not taken action in the matter, himself lay the complaint of the said offence before the appropriate Judicial Magistrate.

NOTIFICATION No. 15.

In exercise of the powers conferred by clause (xix) of sub-section (2) of section 178 of the Madras Panchayats Act, 1958 (Madras Act XXXV of 1958), the Governor of Madras hereby makes the following rules :—

RULES.

Invitation and acceptance of tenders for panchayat works.

1. Tenders shall be called for in respect of every work which is to be executed on contract and the estimated cost of the work put on tender of which exceeds Rs. 300 :

Provided that a panchayat may dispense with tenders in the case of any work entrusted to the Highways and Rural Works Department for execution.

2. (1) Subject to the provisions of rule 1, tenders in sealed covers shall be invited by the executive authority in the most open and public manner possible—

(*a*) by a notice in Tamil, posted at the office of the panchayat, the chavadi and at such other places as the executive authority may deem fit; and

(*b*) by advertisement in one or more newspapers circulating in the district if the cost of the work exceeds Rs. 2,000.

(2) Every advertisement or the notice published under sub-rule (1) shall state—

(i) when and where the contract documents may be inspected;

(ii) the precise form of tendering, that is, whether it should be at a specified percentage below or above the estimate rates or whether definite rates should be quoted for each item of work included in the schedule;

(iii) when and to whom tenders are to be submitted;

(iv) when and where they are to be opened;

(v) the amount of earnest money which should accompany the tender and the amount and nature of security required in case the tender is accepted; and

(vi) that the panchayat reserves the right to reject any or all the tenders received without assigning any reasons.

3. A register of contractors shall be maintained in the panchayat office and such register shall be treated as confidential. A copy of the register shall be submitted to the panchayat union office.

4. The register of contractors shall be in Form I appended to these rules.

5. (1) The register of contractors shall be kept up-to-date. The executive authority shall scrutinize the register atleast once in six months and sign it in token of his scrutiny. Any changes in the register considered necessary by the panchayat supervisor or engineer shall be referred by him to the executive authority for orders. The executive authority shall pass orders on the changes, if any, proposed and shall record his reasons for the changes, if any, ordered by him. The chages, if any, ordered by the executive authority shall be made in the register. A copy of the corrections made in the register shall be submitted to the panchayat union office and shall be filed with the register in his office.

(2) In the remarks column of the register the qualification of the contractor, the quality of works previously executed by him and all other relevant particulars shall be entered.

(3) Any person desirous of being registered as a contractor shall apply to the executive authority enclosing a receipt for the remittance of fee fixed by the panchayat under sub-rule (6) and stating his other qualifications and previous experience. The executive authority shall pass orders on the application duly recording reasons for the changes if any made by him.

(4) An appeal shall lie to the panchayat union council against the order of the executive authority within seven days from the date of receipt by the contractor of the orders on his application. The orders of the panchayat union council shall be final. However, in cases involving examination of technical aspects, viz., bad execution of works, etc., the Divisional Engineer (Highways and Rural Works) shall be consulted and his views shall be final and accepted by the panchayat union council.

(5) The register and concerned records shall be available for the perusal of audit of supervising officer.

(6) The fee to be levied for the registration of contractors shall not vary with the monetary limit fixed for each contractor but shall be at a uniform rate not exceeding the maximum limit of Rs. 10 fixed by the Government.

NOTE.—Tenders shall also be considered by the panchayats from the registered contractors of the Panchayat Union, Highways and Rural Works Department or Public Works Department.

6. (1) The precise form of the tendering, namely, whether it should be at a specified percentage below or above the estimate rates, or whether definite rates should be quoted for each item of work included in the Schedule, independently of the rates provided

for in the sanctioned estimate shall be decided by the authority competent to accord technical sanction to the estimate on the merits of each case.

(2) Contractors may be permitted to examine the abstract estimates only, if tenders are called for on percentage basis. The data statement showing the actual cost of materials and the distance of the leads on which the estimate is really based shall not be shown to them nor shall it form part of the contract documents.

7. Before tenders are invited for the execution of a work on contract, the executive authority of a panchayat shall get from the authority competent to accord technical sanction to the estimate 'contract documents' which shall include—

(1) a complete set of drawings showing the general dimensions of the proposed work and so far as necessary, details of the various parts;

(2) a complete specification of the work to be done and of the materials to be used unless reference can be made to some standard specification.

(3) a schedule of the quantities of the various descriptions of work; and

(4) a set of 'conditions of contract' to be complied with by the tenderer in case his tender is accepted.

8. In any work in which the contract amount of steel work exceeds Rs. 5,000 tenders shall be called for separately in respect of such steel work, so that steel fabricating firms may tender for such works at competitive rates.

Explanations.—In computing the value of steel work for the purpose of this rule, the value of steel in reinforced concrete work shall not be included.

9. No tender shall ordinarily be treated as valid unless it is accompanied by the earnest money specified in the tender notice.

A separate list of all sums deposited as earnest money shall be maintained under the signature of the executive authority for facility of reference.

10. The amount of earnest money to be deposited shall be sufficiently large so as to be a security against loss in the case of a contractor failing to furnish the required security within the appointed time after the acceptance of his tender, or until the sums due to him form a sufficient guarantee, as the case may be.

11. The executive authority shall at the time and place specified for the purpose open the sealed covers containing the tenders in the presence of such of the tenderers or their authorized agents as may be present and also read out the rates to them.

until sealed covered are so opened, they shall be kept in the personal custody of the executive authority. On opening the tenders, the executive authority shall intial all corrections in each tender, which may have been made by the tenderer and attested by him. If there are corrections in the tender unattested by the tenderer, a note of such corrections shall be made on the tender itself when it is opened. The executive authority shall enter the total number of tenders received in the tender register against each work.

12. After the tenders are opened they shall be tabulated and posted in a tender register maintained in Form II appended to these rules. The executive authority shall scrutinize entries in the register and shall certify that the tabulation is correct with reference to the original tenders which shall be preserved and made available for purposes of audit. The tender register with the tenders shall be placed before the panchayat at its next meeting for disposal.

13. (1) The lowest tender shall ordinarily be accepted. Where it is considered undesirable to accept the lowest tender, clear and convincing reasons shall be recorded in writing by the panchayat.

(2) Where the capacity for work and the integrity of a tenderer are not known, his tender need not necessarily be rejected. Such additional security not exceeding 10 per cent of the cost of items put to tender as the panchayat considers necessary shall, however, be taken from the tenderer, if the circumstances warrant such a course.

(3) Where the lowest tender is rejected, the next lowest tender shall be considered. If it is considered undesirable to accept that tender also, the next higher tender shall be considered. In every case of rejection of a tender under this sub-rule, clear and convincing reasons therefor shall be recorded in writing by the panchayat.

(4) In no case shall a tender be accepted at rates other than those specified in that tender either at the request of the tenderer or otherwise.

(5) In case where the tenders received are rejected as being at higher rates or no tender is received the panchayat may with the prior approval of the panchayat union council enter into private negotiations with the tenderers. Such private negotiations shall be undertaken only when no tender is kept open or is kept pending consideration.

(6) There shall be no avoidable delay in the disposal of tenders after they are opened. In no case shall tenders remain undisposed of for a period of exceeding six weeks from the date on which they are opened.

14. Notwithstanding anything contained in the foregoing rules the Collector may, for sufficient reasons, permit the panchayat to dispense with tenders in any particular case or class of cases, or condone the non-observance of any of the provisions contained in the said rules.

15. Where tenders are not called for or are dispensed with, the executive authority shall get the work executed through a contractor selected by him at rates which shall not ordinarily exceed the sanctioned rates. Where on the ground of urgency or for special reasons, it is proposed to allow rates exceeding the sanctioned rates, the previous approval in writing of the Divisional Engineer (Highways and Rural Works) shall be obtained.

APPENDIX.

Form I.

(*See* rule 4.)

Register of Contractors.

Serial num	Name of contractor.	Address.	Monetary limit of subsisting contract which can be safely entrusted to him for execution at any one time in the course of one year.	Whether fit for supply of materials only for road works or for masonry works or all works in general.	Number and date of the chalan in which fee for registeration was paid.	Remarks [*vide* rule 5 (2).]
(1)	(2)	(3)	(4)	(5)	(6)	(7)

Form II

(*See* rule 12.)

Tender Register.

Name of work.

Estimated amount of the contract.

Total number of tenders received.

Serial number.	Name of tender.	Tender. percentage.	Amount of deposit.	Orders of panchayat.
(1)	(2)	(3)	(4)	(5)

(G.O. No. 260' R.D. & L.A., dated 1st February 1962.)

ACT—MADRAS PANCHAYATS ACT, 1958—SECTION 60 (1)—TRANSFER OF AN OFFICER OR SERVANT OF A PANCHAYAT TO THE SERVICE OF ANY OTHER PANCHAYAT UNION COUNCIL OR PANCHAYAT—POWERS UNDER SECTION 60 (1)—DELEGATED TO COLLECTORS.

In G.O. No. 2377, Rural Development and Local Administration, dated 30th August 1961, the Additional Development Commissioner, Madras, has been appointed to exercise the powers of Inspector generally in respect of panchayats under sub-section (1) of section 60 of the Madras Panchayats Act, 1958. In G.O. No. 3202, Rural Development and Local Administration, dated 5th December 1961, the Additional Development Commissioner and the Collectors have been appointed to exercise the powers of the Inspector under section 157 (2) and (3) of the Madras Panchayats Act, 1958. The Additional Development Commissioner, Madras, hereby delegates to Collectors the power to transfer an officer or servant of a panchayat (including the Executive Officer) to the service of any panchayat union council or any other panchayat within the district.

2. The appended notification will be published in the *Fort St. George Gazette*.

NOTIFICATION.

In exercise of the powers conferred on him as Inspector under sub-section (3) of section 157 of the Madras Panchayats Act, 1958 (Madras Act XXXV of 1958), the Additional Development Commissioner, Madras, hereby authorises the Collectors to exercise the power under sub-section (1) of section 60 of the said Act to transfer any officer or servant of a panchayat (including the executive officer) to the service of any panchayat union council or any other panchayat within the district.

(Proceedings No. 15082 /C2/62-2, dated 14th February 1962.)

RULES—MADRAS PANCHAYATS ACT, 1958—RESTRICTIONS AND CONTROL OVER EXECUTION OF KUDIMARAMAT BY PANCHAYAT UNION COUNCILS—LEVY OF FEES BY PANCHAYAT UNION COUNCILS—AMENDMENT—CONFIRMED.

The draft of an amendment to the rules relating to ' Restrictions and Control over execution of kudimaramat by panchayat union councils—Levy of fees by panchayat union councils ' was published in Part V of the *Fort St. George Gazette*, dated

27th December 1961, for general information and criticism. No objection or suggestion having been received, the amendments are hereby confirmed.

2. The appended notification will be published in the *Fort St. George Gazette.*

NOTIFICATION.

In exercise of the powers conferred by sub-section (2) of section 85, section 126 and sub-section (1) and clause (xxii) of sub-section (2) of section 178 of the Madras Panchayats Act, 1958 (Madras Act XXXV of 1958), the Governor of Madras hereby makes the following amendment to the rules relating to 'Restrictions and Control over execution of kudimaramat by panchayat union councils—Levy of fees by panchayat union councils' published with Rural Development and Local Administration Department Notification S.R.O. No. A. 385 of 1960, dated the 8th October 1960 (Notification No. 25), at pages 27 and 28 of the supplement to Part V of the *Fort St. George Gazette*, dated the 12th October 1960, the same having been previously published as required by sub-section (2) of section 179 of the said Act.

AMENDMENT.

In rule 1 of the said rules, the words " transferred to it for protection and maintenance " shall be omitted.

(G.O. Ms. No. 434, dated 22nd February 1962).

RULES—MADRAS PANCHAYATS ACT, 1958—RULES RELATING TO MODE OF TRANSACTING BUSINESS OF PANCHAYAT UNION COUNCILS—AMENDMENTS —CONFIRMED.

The draft of certain amendments to the rules relating to mode of transacting business of panchayat union councils was published in Part V of the *Fort St. George Gazette*, dated the 27th December 1961, for general information. No objection or suggestion having been received, the amendments are hereby confirmed.

The appended notification will be published in the *Fort St. George Gazette.*

NOTIFICATION.

In exercise of the powers conferred by sub-section (1) of section 47 and clauses (viii) and (xxvii) of sub-section (2) of section 178 of the Madras Panchayats Act, 1958 (Madras Act XXXV of 1958), the Governor of Madras hereby makes the following amendments to the rules relating to mode of transacting business of panchayat

union councils, published with the Rural Development and Local Administration Department Notification S.R.O. No. A. 385 of 1960, dated the 8th October 1960, at pages 10 and 11 of Supplement to Part V of the *Fort St. George Gazette Extraordinary*, dated the 12th October 1960, the same having been previously published as required by sub-section (2) of section 179 of the said Act.

AMENDMENTS.

In the said notification,—

(i) in the premble, for the expression "section 47, sub-section (1)" the expression—

" sub-section (1) of section 47 and clauses (viii) and (xxvii) of sub-section (2) of section 178 " shall be substituted;

(ii) for sub-rule (2) of rule 2, the following sub-rule shall be substituted, namely :—

" (2) In cases of urgency, the chairman may convene a meeting on giving notice of not less than twenty-four hours.".

(iii) in sub-rule (2) of rule 3, for the expression " sub-rule (1) or rule 2 " the expression " sub-rule (1) of rule 2 " shall be substituted."

(G.O. Ms. No. 435, dated 22nd February 1962).

ACT—MADRAS PANCHAYATS ACT, 1958—RULE 13 OF SCHEDULE IV TO THE ACT—AMENDMENT—ISSUED.

Section 64 (*g*) of the Madras Panchayats Act, 1958, vests the discretionary function of opening and maintenance of reading rooms in panchayats while rule 13 of Schedule IV to the said Act provides that every reading room established or maintained by a panchayat before the constitution of a panchayat union council shall, with effect on and from the said date, vest in the panchayat union council having jurisdiction in the area and be maintained by it. There is thus a contradiction between the provisions contained in the principal Act and those in the Rules in the Schedule to the Act. It is proposed to remove the contradition by amending the said rule suitably.

2. The appended notification will be published in the *Fort St. George Gazette.*

NOTIFICATION.

In exercise of the powers conferred by sub-section (2) of section 190 of the Madras Panchayats Act, 1958 (Madras Act XXXV of 1958), the Governor of Madras hereby makes the following amendment to rule 13 of the rules in Schedule IV to the said Act.

AMENDMENT.

In rule 13 of the said rules the following proviso shall be added at the end, namely :—

" Provided that the Government may, by order, direct that any reading room so vested in a panchayat union council shall vest in, and be maintained by, the panchayat within whose jurisdiction the reading room is situated, with effect on and from such date as may be specified in that order."

(G. O. Ms. No. 534, dated the 9th March 1962.)

ACT—MADRAS ACT 17 OF 1960 AS AMENDED BY MADRAS PANCHAYATS (EXTENSION TO TRANSFERRED TERRITORY) AND PANCHAYAT UNION COUNCILS (SPECIAL PROVISIONS FOR FIRST CONSTITUTION) AMENDMENT ACT, 1961—SPECIFIED PANCHAYATS —NOTIFIED.

The appended notification will be published in the *Fort St. George Gazette.*

NOTIFICATION.

In exercise of the powers conferred by section 3 of the Madras Panchayat Union Councils (Special Provisions for First Constitution) Act, 1960 (Madras Act 17 of 1960), the Governor of Madras hereby directs that all the members (including the president and the vice-president) of the panchayats specified in column (3) of the Table below in the panchayat union specified in the corresponding entry in column (2) thereof, shall be members of the panchayat union council specified in the corresponding entry in column (4) thereof up to the 2nd day of October 1963.

TABLE.

Serial nuumber (1)	*Name of the panchayat union.* (2)	*Name of the panchayats.* (3)	*Name of the panchayat union council.* (4)
		I. Kanayakumari district.	
1.	Agastheeswaram ..	(1) Kanyakumari ..	.. Agastheeswaram.
		(2) Agastheeswaram	..
		(3) Azhakappapuram	..
		(4) Marungoor ..	..
		(5) Thamarakulam	..
		(6) Suchindram	..

Serial number (1)	Name of the panchayat union. (2)	Name of the panchayat (3)	Name of the panohayat union council. (4)
		I. Kayakumari district—contd.	
2	Rajakkamangalam	(1) Puthalam	Rajakkamangalam
		(2) Rajakkamangalam	
		(3) Neendakara-Vadaseri.	
		(4) Thengumputh oor	
		(5) Dharmapuram	
3.	Munchira	(1) Kollemoode	Munchira.
		(2) Ezhudesom	
		(3) Arudesom	
		(4) Methukummel	
		(5) Painkulam	
		(6) Kunnathur	
4.	Killiyoor	(1) Keezhulam	Killiyoor.
		(2) Killiyoor	
		(3) Midalam	
		(4) Kilmidalam	
		(5) Nattalam	
5.	Melpuram	(1) Vilavancode	Melpuram.
		(2) Pacode	
		(3) Arumna	
		(4) Palukal	
		(5) Edaicode	
6.	Thalakulam	(1) Kolachel	Thalakulam.
		(2) Manavalakurichy	
		(3) Kadiapattanam	
		(4) Thalakulam	
		(5) Villukiri	
[illegible]	[illegible]ovala	(1) Azhakiapandipuram	Thovala
		(2) Bhoothapandy	
		(3) Thazhakudy	
		(4) Thovala	
		(5) Aramboly	
8.	[illegible]ai	(1) Eraniel	Thuck[illegible]
		(2) Thiruvithamcode	
		(3) Valvachagoshtam.	
		(4) Kothanalloor	
9.	Thiruvattar	(1) Attoor	Thiruvattar.
		(2) Thiruvattar	
		(3) Mekkode	
		(4) Ponmana-Aruvikara	
		(5) Thripparappu	
		II. Tirunelveli district.	
10.	Shencottah	(1) Achenputhoor	Shencottah.
		(2) Samboorvadokara	
		(3) Karkudi	
		(4) Ayikudi	
		(5) Elanthoor	
		(6) Puliyarah	
		III. Salem district.	
11.	Yercaud	(1) Shevoroys	Yercaud.

(G.O. Ms. No. 685, Rural Dovelopment and Local Administration, dated 21st March 1962.)

RULES—MADRAS PANCHAYATS ACT, 1958—ELECTION OF CHAIRMEN TO PANCHAYAT UNION COUNCILS—RULE 14—ERRATA—ISSUED.

ERRATA.

In the Madras Panchayat Union Councils (Election of Chairmen and Vice-Chairmen) Rules, 1960, published with the Rural Development and Local Administration Department (Local Administration) Notification S.R.O. No. A. 367 of 1960, dated the 27th September 1960, at pages 1–4 of Part V of the *Fort St. George Gazette Extraordinary*, dated the 2nd October 1960—

In rule 14—

(i) in sub-rule (1) *for* the word " owning " *read* " owing;"

(ii) in sub-rule (3) *for* the word " such " *read* " much ".

(Memo. No. 49348/L(Spl.)/62-2, dated 30th March 19 2.)

PROPERTIES.

PANCHAYATS—REGULATION OF USE OF ASSESSED WASTE, UNASSESSED WASTE, NATHAM PORAMBOKE LANDS, ETC.—OPENING OF MARKETS—CLARIFICATION OF.

In G.O. Ms. No. 972, Rural Development and Local Administration, dated 4th April 1961, it has been laid down that the panchayats can utilize any portion of the natham poramboke which remains unoccupied as on 1st January 1961, for any public purpose relating to the Panchayat Administration without prior permission from any authority. Section 99 of the Madras Panchayats Act lays down that it is only the Panchayat Union Council that may after obtaining the previous written permission of the Inspector, provide places for use as a public market. As the Panchayat Act, 1958, does not confer on the panchayat these powers, the Board of Revenue in its letter cited has requested the Government to issue suitable amendments to G.O. Ms. No. 972, Rural Development and Local Administration, dated 4th April 1961.

The Board of Revenue is informed that the intention behind section 99 (1) of the Madras Panchayats Act, 1958, is that only the panchayat union councils and not the panchayats should open new public markets. Such a provision was made to check unhealthy competition among panchayats in a panchayat union in opening new public markets. A panchayat union council may, however, after opening a new market transfer it to a particular panchayat, if the market does not serve more than one panchayat.

(Memo. No. 128517/P. 2/61-1 or 69-61.)

PANCHAYAT DEVELOPMENT—VESTING/ENTRUSTMENT OF PORAMBOKE AND OTHER LANDS—IDENTIFICATION, DEMARCATION, ETC., BY PANCHAYAT PRESIDENTS—DETAILED INSTRUCTIONS —ISSUED.

In G.O. Ms. No. 608, Rural Development and Local Administration, dated 4th April 1960, Government have issued orders vesting certain specified classes of porambokes in pursuance of the Madras Panchayats Act, 1958, with the panchayats. In the same order the Government directed that the karnam should prepare a list of such lands to be vested in the panchayats and hand it over to the Panchayat President.

2. In G.O. Ms. No. 972, Rural Development and Local Administration, dated 4th April 1961, orders have been issued regarding the rights of panchayats in respect of certain classes of lands including assessed waste and natham porambokes.

3. It has been brought to the notice of Government that though the karnams have in most cases given the Panchayat President a list of survey numbers of lands vested in the panchayat, the President is unable to identify the lands as all the survey records are with the karnam. It is therefore, necessary to enable the Panchayat President to identify the lands vested or entrusted to the panchayat, so that there will be no difficulty for the panchayat to ensure the proper utilization of these lands.

4. The Government direct that the Panchayat President and the karnam concerned should in the first instance, carry out a joint perambulation of the entire village and the karnam should identify to the Panchayat President all the lands in which the panchayat has any interest, including the classes of porambokes and the unassessed waste vested in the panchayats and the lands entrusted to the panchayats for regulation and use in the Government Order. Ms. No. 972 RDLA, dated 4—4—61.

5. The karnam should clearly and correctly identify to the Panchayat President each class of the lands and should mark (*a*) vested and (*b*) other public lands in the village on a copy of the village map. Thereafter, the karnam should prepare a list of lands which will come within the purview of the two Government Orders namely, G.O. Ms. No. 608, RD &LA, dated 4-4-1960 and G.O. Ms. No. 972, RD & LA, dated 4-4-1961 indicating clearly those vested with the panchayats and those entrusted for regulation and hand over the list to the Panchayat President as a permanent record of the panchayat along with the village map duly marked as indicated above. The Panchayat President should satisfy before

(G.O. No. 163, Rural Development and Local Administration, dated 18th January 1962).

acknowledging the receipt of the above that the markings on the map and the list are in order and in accordance with the details as identified by the karnam during their perambulation.

ESTABLISHMENT (INCLUDING TRAINING).

ESTABLISHMENT—PUBLIC HEALTH—DISTRICT BOARD LICENCE INSPECTORS—ABSORPTION AS HEALTH INSPECTORS CONSEQUENT ON THE ABOLITION OF DISTRICT BOARDS—ORDERS PASSED.

Under sections 111 (4) and 112 of the Madras Panchayats Act, 1958, the Town Panchayat and its Executive Officer in the case of panchayat towns and the panchayat union council and the Commissioner in the case of panchayat villages will be the licensing authorities. Panchayat union councils will come into existence throughout the State in three batches. The first batch comprising of 75 panchayat unions will come into existence on 2nd October 1960, the second batch consisting of 133 panchayat unions on 13th April 1961 and the last batch comprising 167 panchayat unions on 2nd October 1961 and ultimately all District Boards will stand abolished. A copy of the *Fort St. George Gazette* notifying the constitution of the first batch consisting of 73 panchayat unions is enclosed for ready reference. Two more panchayat unions, namely, Kariapatti and Tiruvadanai in Ramanathapuram district are being notified separately.

2. The Government have decided (i) that under the Panchayat union councils, separate Licence Inspectors as they now exist under District Boards are not necessary; (ii) that there should be one Health Inspector for each panchayat union with one or more Health Assistants under him; and (iii) that the salaries and allowances of Health Inspectors should be borne by the Government, while the entire cost of Health Assistants should be borne by the panchayat unions. There is already one Health Inspector in each of the blocks, where a Primary Health Centre has been opened and in such cases there will be no need to post another Health Inspector on the formation of the panchayat unions. The Health Inspector of the Primary Health Centre will be treated as the Health Inspector of the panchayat union. In blocks where there are no Primary Health Centres, Health Inspectors should be posted at the rate of one for each block on the formation of a panchayat union.

3. The Director of Public Health is requested to take necessary action to implement the above decision. In giving effect to the above arrangement, it may be necessary to increase the number of Health Inspectors in this State.

4. The Director of Public Health is requested to post *immediately* one Health Inspector for each of the 75 first batch blocks referred to in paragraph 1 above, if there is no Primary Health Centre with a Health Inspector already working and re-adjust the jurisdiction of the remaining Health Inspectors until the required number of Health Inspectors so as to have one for each of the 374 blocks in the State is reached.

5. The Director of Public Health is requested to examine the position and to submit proposals to the Government for the creation of such number of additional posts of Health Inspectors as may be required.

6. The Licence Inspectors are now District Board employees. Under the future set-up, the work of the Licence Inspectors should be entrusted to the Health Inspectors under the panchayat unions as and when such unions are formed. To this extent, Licence Inspectors will gradually become surplus to requirements and ultimately the entire category will stand abolished. Such of those Licence Inspectors who are found surplus as and when panchayat unions are formed should be absorbed as Health Inspectors in sanctioned posts if they possess the qualifications required for appointment to such posts, under emergency rules and regularised later according to rules.

(G.O. Ms. No. 2387, Education and Public Health, dated 21st September 1960).

PANCHAYAT UNIONS—HEALTH PROTECTION STAFF—STRENGTH, ETC.—ORDERS ISSUED.

A question has been raised as to what should be the Health Protection staff (i.e., staff other than in Medical institutions and Maternity and Child Welfare Centres) under the panchayat union councils. It has been considered that there should be one Health Inspector and one Health Assistant (Vaccinator) under each panchayat union council. The Health Inspector under the Primary Health Centre may be counted against the one Health Inspector referred to above. Orders are issued separately to the Director of Public Health to post one Health Inspector to each of the panchayat unions. As regards Health Assistant, it is necessary to have one Health Assistant under each panchayat union council. It is observed that, in every district, there are as many or even more Health Assistants working under District Boards as there are Development Blocks which will be declared as panchayat unions. Therefore, it should be possible for providing every panchayat union council with one Health Assistant. The Government accordingly direct that the existing Health Assistants working under District Boards should be distributed at the rate of one Health

Assistant for each panchayat union council for the present and that if it is found later that there is a surplus of Health Assistants, they may be posted to the panchayat unions where the work is heavy. The Special Officers of District Boards are requested to revise the jurisdiction of the existing Health Assistants so as to have one Health Assistant at least in every Development Block and that one Health Assistant is transferred with effect from 2nd October 1960 to each of the 75 panchayat union councils to be constituted in the first batch.

(G.O. Ms. No. 2419, Education and Public Health, dated 23rd September 1960.)

OFFICE PROCEDURE—PANCHAYAT UNION OFFICES—INSTRUCTIONS ISSUED.

In G.O. Ms. No. 1225, dated 20th July 1960, instructions have already been issued regarding the organization of the panchayat union office into three sections with corresponding staff, as follows :—

I. *General Administration Section*—

(1) Manager.

(2) Two Upper Division Clerks.

(3) One Lower Division Clerk for work relating to panchayats.

(4) One Lower Division Clerk for work relating to general correspondence and panchayat union council.

(5) One Cashier (Lower Division Clerk scale).

(6) One Typist (to do tappal work also)

(7) One Office Attender.

(8) One Record Attender.

II. *Budget and Accounts Section*—

(1) Accountant.

(2) One Lower Division Clerk.

III *Education Section*—

(1) Head Clerk.

(2) Two Lower Division Clerks.

(3) One Attender in the event of the number of teachers exceeding 250.

The following further instructions are issued in this regard :—

2. The question was raised at the Departmental Conference of Collectors held in January 1961 regarding the provision of clerical assistance to the Chairman of the Panchayat Union Council.

It was suggested by some that the Chairman may be allowed to employ a private clerk. The employment of a private clerk by the Chairman cannot be recognized officially nor can payments be made out of Government funds or panchayat union funds for the employment of such a functionary. Further, it will not be proper for a person not employed by the panchayat union or placed at the disposal of the panchayat union by the Government to have access to the records of the panchayat union. The proposal to allow a full-time clerk to the Chairman does not also recommend itself as there is not likely to be full-time work for one clerk. In the distribution of work detailed above, one Lower Division Clerk has been earmarked for work relating to the general correspondence and panchayat union council. The clerk may in addition be asked to work as a Personal Clerk to the Chairman. This arrangement will more than sufficiently meet the need for clerical assistance for the Chairman.

3. The Lower Division Clerk who has been assigned the work relating to panchayats in the above distribution shall be utilized exclusively for this purpose and he shall work under the immediate supervision of Extension Officer (Panchayat).

4. At present the Extension Officers are maintaining the Personal Registers relating to their different items of work. It has been represented that this arrangement has saddled certain of the Extension Officers, notably the Extension Officer (Agriculture), with a heavy amount of clerical work and thereby the time available for field extension work has been reduced. It has also been brought to the notice of the Government that in some offices references were being issued to the Extension Officers from the Block offices and there was unnecesary movement of files and papers. The practice of Extension Officers and Block Development Officers indulging in correspondence with each other as if they belonged to two separate offices is totally inappropriate. It is therefore emphasised that the panchayat union office is to be regarded as a single office and the different Extension Officers are staff officers to the Panchayat Union Commissioner. They are not to be regarded as officers independent of the panchayat union office. All the correspondence from the panchayat union office shall be carried in the name of the Commissioner only and only with his approval. No correspondence shall issue from the union office unless it has been approved by the Union Commissioner or in routine cases when the Gramasevaks are addressed by the Manager.

5. The only exception to this will be the correspondence relating to panchayat Audit work. Correspondence relating to this addressed either to the Divisional Panchayat Officers or to the Panchayat Presidents may be approved by the Extension

Officer and issued directly in his name. The correspondence between the other Extension Officers and the District Officers of the departments shall be carried only in the name of the Commissioner and with his approval only. Even in respect of technical matters no direct correspondence should be resorted to.

6. The Manager shall be in charge of the office. He shall, subject to the control of the Commissioner supervise the work of the accountant, the clerks, the cashier, the typist and the attenders and ensure prompt despatch of business. For collection of data, preparation of arrear lists, compilation of statistics and other matters of office administration he shall act in the name of the Commissioner and contact the Extension Officers direct. Tappal distribution, despatch, typing and fair-copying and records maintenance shall be supervised by the Manager. Any slackness in the office administration shall be brought to the notice of the Commissioner promptly.

7. In this connection attention is invited to Memorandum No. 188231/P2/60-2, dated 2nd December 1960 relieving the Extension Officer (Co-operation) of the duty of assisting Panchayat Union Commissioner in supervising correspondence, checking personal registers, etc.

8. The nature of work in the panchayat union office differs to a considerable extent from the nature of the work transacted in an ordinary administrative office. A good deal of business relates to extension matters that cannot be dealt with by the clerks in the office and can be disposed of only by the Extension Officers. The clerks can at best only render secretarial assistance of registering, tracing previous papers, issue of reminders, despatch, etc. Therefore noting and drafting have to be done largely by the Extension Officers themselves. In this respect the position of the Extension Officers may be considered to be analogous to that of section heads in big establishments.

9. Since the Extension Officers are touring officers, at the same time it is necessary to ensure that there is no unnecessary movement of papers from the office to the Extension Officers and back nor should there be any elaborate system of acknowledging papers at every stage in their movement especially when the papers are put up by the clerk, to the Extension Officers or forwarded by the Extension Officers to the Commissioner. Normally papers marked for the Extension Officers should not be sent outside the office. Each Extension Officer should have definite days for office work and he should dispose of the papers in the office itself, except in cases where it becomes necessary to take out the papers for purposes of local inspection. It will be convenient for the local public as well as to the Panchayat Presidents who may be

coming to the panchayat union office for getting information as well as for consultation, if two days in the week are specifically earmarked for office work and the Commissioner and all Extension Officers attend office on that day. These two days may be fixed in consultation with the Chairman and should normally be days when the Chairman also would be attending office. In the cases of Extension Officer (Agriculture), Extension Officer (Panchayats) and the Engineering supervisor it may be necessary for them to attend to papers in camps also and therefore consequential arrangements will have to be made to enable them to receive files in camps.

10. Cases have sometimes been reported of the Accountants having been asked to prepare bills and also required to handle cash, encash bills, etc. This is against established canons of financial propriety. The Accountant should never deal with cash or prepare bills which he will have to check subsequently.

11. Instructions have already been issued in Memorandum No. 203498/T4/60-3, dated 22nd February 1961 to the effect that the services of the staff borne on the National Extension Service establishment and the staff borne on the Panchayat Union establishment should be freely available to each other and there should be no distinction between the two groups in matters of day-to-day administration. It shall be the responsibility of the Commissioner to ensure that the official business gets transacted with utmost expedition and efficiency, keeping in view, however, the canons of financial propriety mentioned above.

12. In the light of the foregoing considerations, the following allocation of work among the staff is suggested :—

I. *General Administration Section :—*

(i) *Manager.*—In charge of office supervision, immediate office discipline, establishment matters, work allotted in the Panchayat Accounts Manual, the Village Panchayat Consolidated Fund order and all other miscellaneous matters.

(ii) *Upper Division Clerk I.*—Agriculture,, Animal Husbandry, Co-operation, Village Industries and Khadi.

(iii) *Upper Division Clerk II.*—Returns, all works, correspondence work relating to Panchayat Extension work including the apportionment of cesses. taxes, grants, etc.

(iv) *Lower Division Clerk I.*—For Panchayat Audit work only.

(v) *Lower Division Clerk II.*—General correspondence allotted by Manager, Council work and attending on Chairman.

(vi) Cashier.

(vii) Typist.

(viii) *Office Attender.*—To assist the Supervisor also.

(ix) *Record Attender.*—Records and to distributed tappal and to attend to despatch.

II. *Budget and Accounts Section.*—(1) Accountant, and (2) Lower Division Clerk, to attend purely to accounts work and not to be allotted any correspondence work except those relating to audit objections.

III. *Education Section*—(1) *Head Clerk.*—Preparation of bills, education establishment (postings, transfers, promotions, recruitment, etc.).

(2) *Lower Division Clerk I.*—All other educational establishment matters.

(3) *Lower Division Clerk II.*—Social Education (both men and for women) and all other miscellaneous education matters.

Out of six peons sanctioned for the office, one peon shall be allotted to the Chairman. His headquarters shall be the village where the Chairman resides. The service of the other five peons are to be pooled and utilized in office as well as in the field for carrying tappals and files to camps and to distribute circulars to the panchayats. The services of peons should be available to the office, to the Commissioner, to the Supervisor, the Extension Officer (Panchayat), the Extension Officer (Agriculture) and to other Extension Officers in that order of preference.

13. It is not necessary for the Extension Officers to maintain personal registers. One personal register should be separately maintained by each Upper Division Clerk and each Lower Division Clerk in the General Administration Branch. It is sufficient, for the present, that one personal register should be maintained for the Budget and Accounts section by the Lower Division Clerk concerned. In respect of the Education section, the two Lower Division Clerks should maintain two separate Personal Registers; the entries relating to the subjects dealt with by the Head Clerk being entrusted to one of them.

14. The following office procedure is prescribed for adoption. The tappal except demi-official letter shall be opened by the Manager and the papers received shall be numbered and entered into the distribution register. The distribution of the papers will also be marked by the Manager. The tappal clerk shall hand over the papers to concerned subjects-clerk and take his acknowledgment in the distribution register. The subjects-clerk shall deal with the paper and put it up to the Manager if it is of a routine nature. If the paper is a non-routine one or require to be dealt with by the Extension Officer only then the subjects-clerk shall link the necessary previous references and send it to the Extension

Officer concerned. The papers shall not be sent out of the office except in the case of papers relating to the Commissioner, the Panchayat Extension Officer, the Extension Officer (Agriculture) and the Supervisor. In these cases, the peons should collect the papers from the office and take them to the camp. The Extension Officer after he deals with the case should send it directly to the Commissioner. The Extension Officer shall prepare the necessary drafts while forwarding the papers to the Commissioner. After approval by the Commissioner, the papers shall return to the Manager who will arrange to despatch the fair-copy and return the papers to the subjects-clerk. For despatching papers and receiving them from the Extension Officers in camps, optionally a transit register may be used.

With these modifications the office procedure known as the Tottenham System and now followed in District Revenue Offices may be followed. These instructions supersede all other instructions on this subject.

Copy of the office Memorandum No.164207/T1/59-6, dated the 6th April 1961, Rural Development and Local Administration Department Madras; to the Collectors of all districts except the Collectors of Madras, and Kanyakumari, etc.

PANCHAYAT UNIONS—EDUCATION EXTENSION OFFICERS (SOCIAL EDUCATION ORGANISERS)—RECRUITMENT FROM AMONG THE HEADMASTERS OF PANCHAYAT UNION SCHOOLS—(AS AMENDED IN G.O. No. 3237, DATED 9TH DECEMBER 1961).

In G.O. Ms. No. 2075, Education and Public Health, dated the 27th September 1960, orders were issued to the effect that the post of Social Education Organiser shall be utilised for appointment as Education Extension Officer and that he will, in addition continue, for the present, to perform the duties now allotted to Social Education Organiser. The Social Education Organisers in the first and second batches of Panchayat Development Blocks who were trained suitably have been posted as Education Extension Officers.

2. The Education Extension Officer shall be the principal Executive Assistant of the Panchayat Union Commissioner and he will perform the duties specified in G.O. Ms. No. 2075, Education, dated the 27th September 1960. In order to ensure that the work relating to the management of Elementary Schools does not suffer, the Government have ordered that the Social Education Organiser (now designated as Education Extension Officer), should give first priority to the duties now cast upon him in the role of Education Extension Officer and see that the performance and duties stipulated in G.O. Ms. No. 483, Rural Development, dated the 21st June 1960 does in any way interfere with his work relating to the

management of elementary schools. The performance of duties specified in G.O. Ms. No. 2075, Education, dated the 27th September 1960 and in the job chart in G.O. Ms. No. 483, Rural Development and Local Administration, dated the 21st June 1960, by one and the same person will be a factor of great significance in the development of panchayat union. The primary schools could be utilised as Community Centres and the school teachers could be mobilised at village level for social education purposes. Hence it is considered appropriate that a good proportion of the Education Extension Officers should be recruited from among headmasters of panchayat union schools. This promotion post will also act as an incentive for better work for the school masters.

3. The Government direct that the headmasters of the panchayat union schools or the secondary grade assistants working in the erstwhile district board middle schools or high schools shall be appointed as Education Extension Officers, provided they possess the following qualifications :—

(a) They should be Secondary Grade trained teachers in panchayat union schools who have put in a service of not less than three years as headmasters of the erstwhile district board or/and panchayat elementary schools or/and in the panchayat union elementary schools,

Or

Secondary grade assistants working in the secondary schools which were under the management of District Board prior to 2nd October 1961 provided they have previously worked as headmasters of a district board elementary school or panchayat elementary school for not less than three years;

(b) They should have attained the age of forty on the 1st July of the year in which the recruitment is made.

4. The Government also direct that in supersession of the orders issued in G.O. Ms. No. 285, Rural Development, dated the 30th November 1959, in so far as it relates to the direct recruitment of Social Education Organisers (Men), a committee consisting of the following members be constituted for selecting the Education Extension Officers from among the headmasters of panchayat union schools :—

(1) Additional Development Commissioner—Chairman.

(2) Special Officer for Elementary Education—Member.

(3) Deputy Secretary to Government/Assistant Secretary to Government, Rural Development and Local Administration Department.—Member-Secretary.

The committee will interview the candidates at suitable place or places within the State whenever necessary after making a preliminary selection on the basis of the record of work of the candidates and finalise its recommendations.

5. Necessary amendments to the *ad hoc* rules will be issued separately.

6. This order issues with the concurrence of Finance department—Vide their U.O. No. 49984/E1/61-1, dated the 1st May 1961.

(G.O. Ms. No. 3237, Rural Development and Local Administration, dated 9th December 1961.)

DIVISIONAL PANCHAYAT OFFICERS—SUBMISSION OF FORTNIGHT DIARIES—INSTRUCTIONS—ISSUED.

In order to suit the present set up of the Panchayat Administrative staff at the Divisional level, the Government direct that, in modification of the procedure so far in force, the following procedure suggested by the Inspector of Municipal Councils and Local Boards be adopted in regard to the submission of diaries by the Divisional Panchayat Officers :—

The Divisional Panchayat Officer should submit the office copy of the diary to the Revenue Divisional Officer on the due date for his review and also submit simultaneously a copy of the diary to the Regional Inspector of Local Boards for scrutiny and review by the Regional Inspector of Local Boards will route his review to the Divisional Panchayat Officer through the Revenue Divisional Officer in respect of the items of work of the Divisional Panchayat Officer falling under supervisory control of the Regional Inspector of Local Boards. The Revenue Divisional Officer will watch the submission of the diary by the Divisional Panchayat Officer on the due date and also the action taken on his review and that of the Regional Inspector of Local Boards. The diary for each month will on completion of the action thereon, be given a disposal and preserved as part of the records of the Revenue Divisional Officer's Office.

G.O. Ms. No. 2205, Rural Development and Local Administration, dated 7th August 1961.

PUBLIC HEALTH—SET-UP IN THE DISTRICTS CONSEQUENT ON THE FORMATION OF PANCHAYAT UNIONS—ORDERS ISSUED.

Consequent on the abolition of District Boards with effect from 2nd October 1961 and the formation of Panchayat Union Councils throughout the State under the Madras Panchayats Act, 1958, the

Government have considered further the realignment of the Public Health set-up in the blocks in the light of the orders already issued on the subject and they now pass the following orders : —

(1) *Health Officers.*—At present there are 12 sanctioned posts of District Health Officers one in charge of each Revenue districts, except Madras and 11 sanctioned posts of Assistant District Health Officers one in each of the districts except Madras and Kanyakumari. The posts of Assistant District Health Officers are however kept in abeyance. In the future set-up there will be one Health Officer for each of the development districts. Since there are 21 development districts and 23 sanctioned posts of Health Officers (21 permanent and 2 temporary) the 21 permanent posts of Health Officers will be allocated among the Development districts at the rate of one for each development district, the 2 temporary posts being abolished, with effect from the date of posting of officers for the Development districts. However, in view of the present dearth of Health Officers, the existing arrangement of having one Health Officer for each Revenue district will continue for the present and the posting of one Health Officer for each Development district will be done as and when qualified Health Officers become available in sufficient number.

(2) *Health Inspectors.*—Orders have already been issued in G.O. Ms. No. 2387, Health, dated 21st September 1960 to the effect that the Health Inspector of the Primary Health Centre should be treated as the Health Inspector of the Panchayat Union and that in blocks where Primary Health Centres have not yet been opened, Health Inspector should be posted at the rate of one for each block on the formation of a Panchayat Union. Orders have also been issued for the absorption as Health Inspectors of such of the District Board Licence Inspectors as may be qualified for appointment as Health Inspectors. Sanction is now accorded for the creation of posts of Health Inspectors in each of the blocks in the State in which Primary Health Centres have not yet been opened, at the rate of one for each block with effect from the date on which the Panchayat Union Council is formed for the block, subject to the condition that as soon as a Primary Health Centre is opened in a block, the post of Health Inspectors in that block will be counted towards the post of Health Inspector sanctioned for the Primary Health Centre. The Director of Public Health should take immediate action to post a Health Inspector in each of the sanctioned posts. The Range Health Inspectors should simultaneously be withdrawn. The Health Inspectors of the Panchayat Union Councils will be under the administrative control of the Commissioner of the Panchayat Union Council concerned but the technical control will continue to be retained by the Public Health Department.

(3) *Health Visitors.*—Of the 13 District Board Health Visitors, 7 will be absorbed in the existing vacancies under the municipalities and the remaining 6, under vacancies in the Medical department. The Director of Public Haelth and the Director of Medical Services are requested to take immediate action in the matter.

(4) *Health Assistants.*—It was ordered in G.O. Ms. No. 2419, Health, dated 23rd September 1960, that the existing Health Assistants under District Boards should be distributed at the rate of one Health Assistant for each Panchayat Union Council and that if there was a surplus of Health Assistants, they might be posted to the Panchayat Unions where the work was heavy. Sanction is now accorded for the creation of posts of Health Assistant under each Panchayat Union Council at the rate of one Health Assistant for each Panchayat Union with a population of less than 70,000 and 2 Health Assistants for each Panchayat Union with a population of over 70,000. The Director of Public Health is requested to take immediate action to transfer the Health Assistants from under the control of District Boards to the control of Panchayat Union Councils.

(5) *Maternity Assistants.*—According to G.O. Ms. No. 1224, Health, dated 16th May 1961 the Maternity Centres under the control of District Boards together with the Maternity Assistant employed in them have to be taken over by the successor Panchayat Union Councils. The Government have now decided :—

(i) that each Panchayat Union should have four Maternity Assistants;

(ii) that the Maternity Assistants should be in the blocks even now so that when the Union Councils are formed, they may be in position;

(iii) that the Maternity Assistants including those under the control of the Women's Welfare department, but excluding those now employed in the Primary Health Centres already functioning, should be immediately allotted to the blocks where Primary Health Centres are not functioning at present;

(iv) that as soon as Primary Health Centres are formed in the blocks, the Maternity Assistants should be absorbed in the posts sanctioned for the Primary Health Centres;

(v) that out of the 4 Maternity Assistants allotted for each block including those in Primary Health Centres, 3 should be borne on the Panchayat Union Cadre and one should be under the control of the Medical department;

(vi) that similarly the Maternity Assistants in the Government Maternity and Child Welfare Centres opened in the Backward areas should be borne on the Panchayat Union Cadre.

(vii) that necessary posts have to be sanctioned in the light of the decisions above;

(viii) that the question whether the Maternity Assistants should take directions from the Director of Women's Welfare or the Panchayat Union Council has to be further examined by the Rural Development and Local Administration department.

The Government in the Rural Development and Local Administration department will issue separate orders in the light of the decisions above.

(6) *Women Medical Officers.*—There are 13 Women Medical Officers (Grades I and II) under the District Boards. Those among them now working under the District Boards who are qualified for appointment as Assistant Surgeons or Junior Assistant Surgeons will be absorbed in the Medical department. The rest will be absorbed in the dispensaries under the Panchayat Union Councils. The Director of Medical Services is requested to take immediate action in the matter.

2. The Director of Public Health and the Director of Medical Services are requested to submit a report to the Government of the action taken with reference to the orders issued in paragraph 1 above.

(G.O. Ms. No. 1992, Health, dated 10th August 1961).

PANCHAYAT UNIONS—WORK CHARGED ESTABLISHMENT—ROAD INSPECTORS—TRANSFER TO PANCHAYAT UNIONS—ORDERS ISSUED.

In his letter No. 69613 RW2/6014, dated 7th February 1961, the Chief Engineer (Highways and Rural Works), has requested orders of Government for the transfer of non-provincialised temporary Road Inspectors of the Highways and Rural Works Department to Panchayat Unions.

2. The Government have examined the matter in detail. It is considered that in the interest of the efficient performance of their duties by the Road Inspectors, it is necessary that they should not be attached to a particular block for their entire period of service. For this reason it is held to be inexpedient to create isolated posts of Road Inspectors under each Panchayat Union. The present system of having a larger unit of administration for the Road Inspectors should hence be continued.

3. The Road Inspectors will continue to be borne on the cadre of the Department of Highways and Rural Works and there will be no change in the matters of recruitment or technical and administrative control. However their services should be available to the

Panchayat Unions always in the maintenance of Panchayat Union Works. The Chief Engineer (Highways and Rural Works) and his subordinate staff will be responsible for ensuring that the Road Inspectors discharge their obligations towards the Panchayat Unions faithfully. The yardstick for the employment of Road Inspectors will continue to be what it is now.

4. The expenditure on the employment of the Road Inspectors would be recovered from the Panchayat Unions. The Chief Engineer (Highways and Rural Works) is directed to work out an equitable system of distributing the expenditure among the Panchayat Unions in each district and submit it to Government for orders. The amount so apportioned will be recovered from the Panchayat Unions concerned as Government dues.

(G.O. Ms. No. 2455, Rural Development and Local Administration, dated 8th September 1961).

ESTABLISHMENT—PANCHAYAT SERVICE—STAFF BORNE ON PANCHAYAT SERVICE—PAY SCALES APPLICABLE—REVISION OF—ORDERS ISSUED—CERTAIN CLARIFICATION.

Orders were issued in G.O. Ms. No. 1110, Rural Development and Local Administration, dated 15th April 1961 refixing the scales of pay for lower division clerks and attenders in Panchayat Unions in modification of the scales fixed in G.O. Ms. No. 1225, Local Administration, dated 20th July 1960 and G.O. Ms. 109, Local Administration, dated 12th January 1961. The refixation was as follows :—

Post.	*Old scale.*	*New scale.*
	RS.	RS.
Lower division clerk ..	90-3-120-2-140	90-3-120-2-140. (graduate to start on Rs. 102.)
Attenders	50-1-70	55-1-70.

2. Government direct that the above revision of scales be given effect to from the date of inauguration of the Panchayat Union concerned or the date of employment of the incumbent in the respective category in the Panchayat Union, whichever is later.

3. It is also clarified that the Panchayat Unions have the discretion to decide whether or not to enhance the rates as revised. No grant will be payable by Government to meet deficit, if any, caused by the payment of the arrears as sanctioned in this order.

(G.O. Ms. No. 2500, Rural Development and Local Administration, dated 15th September 1961).

ESTABLISHMENT—DISTRICT BOARDS—RESIDUARY WORK OF THE DISTRICT BOARDS—STAFF SANCTIONED.

With the constitution of the third batch of Panchayat Unions on the 2nd October 1961, all the District Boards will stand abolished. However, some of the items of work in the office of the District Board will have to be attended to for a short period after this date until the District Board is finally wound up. Most important among these items of work will be the apportioning of the assets and liabilities of the District Board among the various Panchayat Unions. The Government sanction the employment of the following staff for a period of three months from 2nd October 1961 to attend to the residuary work, in each of the District Board Offices :—

(i) One Secretary or Superintendent.

(ii) One Accountant.

(iii) One Upper Division Clerk.

(iv) Four Lower Division Clerks.

(v) One Attender.

(vi) One Peon.

2. In those districts where the Secretary of the District Board has not been given alternate employment, he will continue to be the Secretary and be in supervisory charge of the residuary work. In the other districts, an experienced Superintendent of the District Board shall be appointed for this purpose.

3. The Collectors are requested to ensure that the residuary work of the District Board is completed before the end of December 1961.

4. The section in charge of the residuary work shall work in the office of the District Board along with the Secondary Education Section. These sections will together constitute the " Local Administration Branch of the District Collectorate " and shall be designated as such. The Local Administration Branch will function under the immediate control of the Personal Assistant (Local Administration) to the Collector.

5. In G.Os. No. 2362 to 2371, Rural Development and Local Administration, dated 29th August 1961, orders have been issued selecting the Superintendents, upper division clerks and lower division clerks of each of the ten district boards for appointment to the posts of managers, accountants, upper division clerks/head clerks and lower division clerks in the various Panchayat Unions in the respective districts. The Collectors are requested to select suitable

persons from among these for the posts sanctioned in paragraph 1 above. The pay and allowances of the personnel retained as the residuary staff shall be fixed at what they would have got if they had been posted to the Panchayat Unions in accordance with the orders of appointment referred to above. The staff so retained shall be given a lien in any one of the Panchayat Unions in the post for which they have been selected by Government. On the abolition of the residuary staff, the personnel shall be absorbed in the Panchayat Unions in the respective posts. The attention of the Collectors is invited in this connection to the instructions in paragraph 9 of G.O. Ms. Nos. 2362 to 2371, Rural Development and Local Administration, dated 29th August 1961.

6. The expenditure on the payment of salaries and allowances as well as pensionary/provident fund and leave salary contributions of the residuary staff is a joint liability of the Panchayat Unions and has therefore to be shared by all the Panchayat Unions in the district board area on the same basis as on which the assets and liabilities of the district board are ordered to be apportioned. The division of the expenditure among the Panchayat Unions will be done after the residuary staff is disbanded. During the interim period, the pay and allowances of the staff shall be debited, as a temporary measure, to "25. General Administration—District Administration—s. General Establishment—A. Collectors and Magistrates". The amount of the debits to be transferred to the concerned Panchayat Unions, after the abolition of the residuary staff, shall be determined by the Collector on the basis on which the assets and liabilities of the district board are ordered to be apportioned among the Panchayat Unions.

7. In the case of the Nilgiris District Board, the necessary residuary staff has already been sanctioned in G.O. Ms. No. 1269, Rural Development and Local Administration, dated 1st May 1961 as modified by G.O. Ms. No. 2082, Rural Development and Local Administration, dated 22nd July 1961. These orders will stand.

(G.O. Ms. No. 2599, Rural Development and Local Administration, dated 26th September 1961.)

ESTABLISHMENT—PUBLIC HEALTH—SET-UP IN THE DISTRICTS CONSEQUENT ON THE FORMATION OF PANCHAYAT UNIONS—FURTHER ORDERS—ISSUED.

The Government approve of the following proposals of the Director of Public Health :—

(1) *Ayahs.*—The Ayahs working under the Maternity Assistants of District Boards shall stand transferred to the successor Panchayat Union Councils along with the Maternity Assistants.

(2) *Sanitary Inspectors.*—The Sanitary Inspectors working under District Boards may be absorbed as Health Inspectors in the Madras Public Health Subordinate Service, if they are fully qualified Sanitary Inspectors. These Sanitary Inspectors should be absorbed as Health Inspectors under the emergency provisions in the first instance and regularized later according to rules.

(3) *Peons under Sanitary Inspectors.*—Sri A. Chinniah Naidu, a permanent peon under the Sanitary Inspector of the District Board, Madurai, may be absorbed as peon to the Personal Assistant to the District Health Officer, Madurai.

(4) *Peons under Women Health Assistants.*—Peons attached to Women Health Assistants working under District Boards may be transferred to the Panchayat Union Councils concerned to which the Women Health Assistants are allotted.

(5) *Resident Matron.*—Srimathi A. V. Janaki Ammal, Resident Matron, Anamalai Maternity Home, under the Coimbatore District Board, may be transferred to the Panchayat Union Council concerned, along with the Maternity Home.

2. The Government also approve of the proposal of the Director of Public Health that Sri T. P. Kuppuswami Pillai, permanent Evinrud Pump Driver, working under the Tiruchirappalli District Board, may be transferred to the Highways Department, after the abolition of the District Board.

3. Separate orders will issue in respect of Sri P. Muthukaruppan and Sri V. Raju Pillai, Ambulance Van Drivers, and Sri V. Muthu, Cleaner, under the Madurai District Board.

(G.O. No. 2330, E. and P.H., dated 30th September 1961.)

DISTRICT REVENUE ADMINISTRATION AND PANCHAYAT DEVELOPMENT ADMINISTRATION—OFFICE OF THE REVENUE DIVISIONAL OFFICER—PANCHAYAT DEVELOPMENT STAFF MEETINGS—ATTENDANCE BY BLOCK JUNIOR ENGINEERS—INSTRUCTIONS—ISSUED.

In the G.O. Ms. No. 1588, Rural Development and Local Administration, dated 8th June 1961, instructions have issued indicating the officers who should attend the Panchayat Development Staff Meeting. The Collector of Coimbatore has suggested that the presence of the Block Engineers at these meetings would also be useful as it will enable the Revenue Divisional Officer to get in close touch with their work, assess progress, give suitable instructions and ensure expeditious completion of works. He has, therefore, requested that the Block Engineers may also be required to attend the monthly meetings convened by the Revenue Divisional Officers. He has also requested that orders may be issued

that intimation of the meeting should be sent to the Assistant Engineers (Highways and Rural Works) concerned also, who should attend as many meetings as possible.

2. The Government have carefully examined the suggestions of the Collector of Coimbatore and pass the following orders :—

(i) the Block Engineers should attend the panchayat development staff meetings; and

(ii) the Revenue Divisional Officer should send intimation of the meeting to the Assistant Engineers (Highways and Rural Works) concerned also who should attend as many staff meetings as possible.

(G.O. Ms. No. 2700, Rural Development and Local Administration, dated 4th October 1961.)

ESTABLISHMENT—PANCHAYATS—CLASS I PANCHAYATS—REVISION OF SCALES OF PAY OF MEDICAL AND PUBLIC HEALTH STAFF—ORDERED.

The Government direct that the scales of pay of the Medical and Public Health and other Staff under Class I Panchayats are revised as indicated below with effect from the 1st June 1960 :—

Serial number and name of the post.	*Existing scale.*	*Revised scale.*
(1)	(2)	(3)
	RS.	RS.
I. Medical Staff—		
1 Medical Officer (Indigenous Medicine).	80–5–150	150–5–175–10–225–15–300.
2 Pharmacist	40–1–55	70–2–100 (Indigenous Medicine). 90–4–110–3–140 (Modern Medicine).
3 Maternity Assistant ..	35–2–55–1–65 35–2–65 35–2–55–1–65	80–3–110–2–120.
4 Female Nursing Orderly.	17–½–25	50–1–60.
5 Ayah	12–½–18 12–½–25 12–½–15 12–1–16	50–1–60.
II. Public Health Staff—		
1 Sanitary Inspector ..	60–3–120	100–5–200.
	45–2–65 45–2–85	90–3–105–4–125.
2 Health Assistant	45–2–75	90–3–105–4–125.

Serial number and name of the post.	Existing scale.	Revised scale.
(1)	(2)	(3)
	RS.	RS.
II. Public Health Staff—con.		
3 Birth and Death Registrar.	45-2-65 45-2-55-1-75	70-2-100.
4 Field Assistant	25-2-45	55-1-60-2-80.
5 Public Health Maistry ..	18-1-25 18-½-25 16-½-25	50-1-60.
6 Antimalarial Maistry ..	18-½-25	50-1-60.
7 Bore Well Mechanic ..	18-1-25	50-1-60,
III. Others—		
1 Road Maistry	40-1-50	70-2-100.
2 Library Attender ..	22-1-30 24-1-35	55-1-70.
3 Lighter	30-1-40	65-1-75.
4 Fitsman	30-1-40	65-1-75.
5 Lineman	18-1-25 30-1-40	50-1-60. 65-1-75.
6 Town Planning and Building Inspector.	90-3-120 I 70-3-115 II 60-3-90 III	100-5-150.

2. The Inspector of Municipal Councils and Local Boards, Madras, is requested to issue necessary orders to implement the revision of scales of pay ordered in paragraph 1 above immediately. A copy of the proceedings issued by him may be sent to Government.

3. Separate orders will be issued in respect of the staff employed under Panchayats in the Kanyakumari district and in the Shencottah taluk.

(G.O. Ms. No. 2746, Rural Development and Local Administration, dated 11th October 1961.)

ALLOWANCE—TRAVELLING ALLOWANCE—CHAIRMEN OF PANCHAYAT UNION COUNCILS—DRAWAL—INSTRUCTIONS—ISSUED.

Under rule 3 of the rules issued in G.O. Ms. No. 1677, Rural Development and Local Administration, dated 8th October 1960 for the payment of Travelling Allowance by Panchayat Union Councils to their Chairmen, Vice-chairmen, members and members of their committees, the total travelling allowance which may be drawn in a year by the Chairman, and the Vice-chairman of a Panchayat Union Council has been limited to Rs. 500 and Rs. 300 respectively, provided that travelling allowance exceeding these

limits shall be drawn with the special sanction of the Collector. Under the said rules, the purpose for which travelling allowance may be drawn by the Chairman may either be—

(i) to attend the meeting of the Council, or of its committees, or

(ii) to do anything connected with the performance of the functions or doing the duties of the Panchayat Union Council under the Act. One of the purposes of the journeys for which travelling allowance is thus admissible in the case of the Chairman would be for visiting the elementary schools under the management of the Panchayat Union Council.

2. Under rule 5 of the rules referred to above, the place of residence of the Chairman of a Panchayat Union Council, where such place of residence is different from where the office of the Panchayat Union is situated, shall be treated as the headquarters of the Chairman for the purpose of calculating his travelling allowance. In case the Chairman of a Panchayat Union Council resides in a place outside the jurisdiction of the Panchayat Union of which he is the Chairman, he shall be entitled to draw travelling allowance only for journeys performed within the jurisdiction of the Panchayat Union of which he is the Chairman, according to rule 6 of the rules referred to above.

3. Orders issued in Government Memorandum (Rural Development and Local Administration Department) No. 14961/L1/61-2, dated 4th July 1961 on the subject noted above are hereby cancelled.

(G.O. Ms. No. 2901, Rural Development and Local Administration, dated 1st November 1961.)

PANCHAYAT DEVELOPMENT—VILLAGE OFFICERS—SPECIFICATION OF DUTIES—PAYMENT OF DEVELOPMENT ALLOWANCE—FURTHER CLARIFICATIONS—ISSUED.

In the G.O. Ms. No. 644, Rural Development and Local Administration, dated 9th August 1960, the Government issued orders specifying the duties to be performed by village officers on behalf of the Panchayat Unions and Panchayats. A number of points raised by some Collecetors with reference to orders issued in that G.O. were examined by the Government and clarifications were issued in the G.O. Ms. No. 411, Rural Development and Local Administration, dated 16th February 1961. The Collector of North Arcot in his letter No. Rc. P1/31548/61, dated 20th July 1961, has requested for further clarifications on certain points. The Government have carefully examined them and arrived at decisions. The questions raised by the Collector and the decisions arrived at by the Government thereon are given below seriatim.

2. *Question I.*—(i) In the case of some of the villages, a portion of the village has been included in the municipal area and the remaining portion has been included in the adjacent panchayat area. How is the development allowance to be paid to the village officers in this case?

(ii) *Decision.*—If the portion of the village excluded from the municipality forms a village panchayat, the village headman concerned should be paid development allowance in respect of his collection work *in that* village panchayat area according as his charge is light or normal vide orders issued in G.O. Ms. No. 644, R.D., dated 9th August 1960. If the excluded oprtion is formed into a separate Town Panchayat, the village headman concerned should be paid development allowance *if he has been required* to take up collection work after consideration by the concerned Revenue Divisional Officer—vide orders issued in G.O. Ms. No. 644, R.D., dated 9th August 1960.

3. *Question II.*—(ii) In some cases villages which have no panchayats of their own have been included in the municipal limits but the hamlets of these villages have no separate revenue accounts and the extent and other details of lands are included in the accounts of the main village. But these hamlets have got a separate panchayat. How is the development allowance to be paid to the village officers in this case?

(ii) *Decision.*—It makes no difference whether it is a portion of a revenue village which is constituted into a separate panchayat or a hamlet of it. So long as the excluded portion is formed into a separate panchayat, the concerned village headman should be given development allowance on the lines of decision on question I above.

4. *Question III.*—(i) What is the quantum of allowances payable in respect of a village having two or more karnams? It is presumed that the clarification issued in regard to village headman in respect of question No. V in G.O. Ms. No. 411, R.D. and L.A. dated 16th February 1961 applies to this case also.

(ii) *Decision.*—The presumption of the Collector is confirmed.

5. *Question IV.*—(i) How is the payment of the panchayat development allowance to be shown in the treasury accounts?

(ii) *Decision.*—The Board of Revenue is being requested to issue suitable instructions.

(G.O. Ms. No. 2895, R.D. & L.A., dated 1st November 1961.)

PANCHAYAT DEVELOPMENT—PERFORMANCE OF CLERICAL DUTIES OF VILLAGE PANCHAYATS—EMPLOYMENT OF PART-TIME CLERKS AND SCALE OF ALLOWANCES FOR SUCH CLERKS—CERTAIN CLARIFICATIONS—ISSUED.

In paragraph 10 of G.O. Ms. No. 644, R.D., dated 9th August 1960, it has been stated that the Village Panchayats should be free *either* to employ the karnam or to make such local arrangements as they may find to be appropriate for the performance of the clerical duties relating to general administration including the maintance of minutes or the meetings and cash accounts or receipts and expenditure; but that the cost of such arrangements should not be disproportionately high in relation to the normal income of the panchayat. In paragraph 8 of Government Order second cited, it has been explained that, if a village panchayat does not utilise the services of the karnam of the village but employs a clerk for the purposes referred to above, the total expenditure on the employment of such clerk should not exceed 6½ per cent of the normal annual receipts of the panchayat including the village house matching grant and excluding all non-statutory Government grants.

2. In Government Order Ms. No. 2339, R.D. and L.A., dated 28th August 1961, revised instructions have been issued permitting the village panchayats to employ separate panchayat clerks and pay them at the rates specified in that order.

3. It has been represented by the Collector of North Arcot that the decision of the Government to pay for the work of Secretary at the revised rate mentioned in the order Ms. No. 2339, R.D. and L.A., dated 28th August 1961 would be an incentive to the karnams, but since the choice of appointing the secretary has been left to the panchayats many of them will prefer to appoint a different person as panchayat clerk for full time. The Collector has raised the question whether the panchayats which have already resolved to appoint karnams to perform the functions of a Village Panchayat Secretary and have in furtherance of such resolutions made such appointments can be allowed to withdraw their original consents. He has also requested information as to the date from which the Government Order, Ms. No. 2339, R.D. and L.A., dated 28th August 1961 above comes into effect.

4. The Collector of North Arcot is informed that the order issued in G.O. Ms. No. 2339, R.D. and L.A., dated 28th August 1961 are absolute and are not conditioned by any factor. The appointment of the karnam as a part-time clerk ("Secretary according to G.O. Ms. No. 644") was left entirely [illegible] option of the panchayats concerned. They are therefore, free to change the decision which they have made earlier concerning the appointment of karnams as Secretary and to appoint any one else as a part-time clerk. Orders have already issued in G.O. Ms. No. 2340,

R.D. and L.A., dated 28th August 1961, that the village karnam also may be permitted to perform the duties of a part-time clerk and accept payment of such allowance as may be fixed by the panchayat in accordance with the orders issued in Government Order, Ms. No. 2339 R.D. and L.A., dated 28th August 1961. The G.O. Ms. No. 2339, R.D. and L.A., dated 28th August 1961 will take effect from 28th August 1961 the date of the order.

5. The Collectors are requested to acknowledge the receipt of this memorandum.

(Memorandum No. 182769 P.1/61-2, Rural Development and Local Administration dated 22nd November 1961.)

ESTABLISHMENT—PANCHAYAT UNION OFFICE—PEON FOR THE CHAIRMEN—INSTRUCTIONS—ISSUED.

Sanction has been accorded in Government Orders, Ms. No. 125, dated 20th July 1960, Ms. No. 109, dated 12th January 1961, Ms. No. 1941, dated 15th July 1961 for the employment of six peons in each of the offices of the Panchayat Unions. Instructions have also been issued in Government Memorandum No. 164207/T1/59-6, dated 6th April 1961 that one of the peons working in the Panchayat Union Office shall be allotted to work under the Chairman. It has now been brought to the notice of the Government that, in some of the Unions, the Chairman are not being consulted in the selection of the peon to be allotted to the Chairman. The Panchayat Union Commissioners are informed that the Chairman of the Panchayat Union Council should be given full discretion in the selection of his peon from among the peons working in the Panchayat Union Office. Any charge of peon working under the Chairman should be made only with the approval of the Chairman.

2. All Commissioners are requested to acknowledge the receipt of this memorandum.

(Memorandum No. 235421/E5/61-1, Rural Development and Local Administration, dated 8th December.)

ESTABLISHMENT—PANCHAYAT UNION OFFICE—PERSONAL CLERK FOR CHAIRMAN—ORDERS ISSUED.

In G.O. Ms. No. 1225, R.D. and L.A., dated 20th July 1960 G.O. Ms. No 109, R.D. and LA., dated 12th January 1961 and G.O. Ms. No. 1941, R.D. and L.A., dated 15th July 1961, orders were issued under Section 57 (3) of the Madras Panchayats Act, 1958, fixing the office staff of the Panchayat Unions. Provision was made in these orders for five Lower Division Clerks in each of the Panchayat Union Offices. Instructions were also issued that the five Lower Division Clerks should be distributed at the rate of two for the General Administration Section in the Panchayat Union Office, one for the Budget and Accounts Section and two for the Education Section. Further instructions were also issued in

Government Memorandum No. 164207/T1/59-6, dated 6th April 1961 prescribing the work of one of the two Lower Division Clerks in the General Administration Section as "general correspondence allotted by the Manager, Council work and attending to Chairman". The intention of these instructions was that this clerk should render the Chairman of the Panchayat Union Council all necessary office assistance. As it was considered that the clerk might not have full time work on this score, he was also assigned certain other items of work.

2. It has now been represented that the Chairman of the Panchayat Union Council has not been able to secure full assistance from the Clerk allotted as mentioned above, as the Clerk has been having enough of work even otherwise. Representations have been made that an additional clerk might be appointed in the Panchayat Unions exclusively for the purpose of attending on the Chairman. Government have examined the matter. Government consider that there is justification for the employment of an additional Lower Division Clerk in the office of the Panchayat Unions to work as a full time personal clerk to the Chairman. As the strength of the staff in the Panchayat Union offices has been fixed by the Government under Section 57 (3) of the Madras Panchayats Act, 1958, sanction of the Government is necessary for any addition to the strength. Government accordingly permit Panchayat Union Councils to sanction the employment of an additional Lower Division Clerk to work as a Personal Clerk to the Chairman if in the opinion of the Council, provision of such clerical assistance at the cost of the Panchayat Union Funds is necessary and justified. The Clerk shall be borne on the Panchayat Union establishment and paid out of the Panchayat Union Funds. He shall form part of the regular establishment of the Panchayat Unions and be similar to the other members of the office staff in matters like disciplinary control, etc. The Commissioners are informed that in selecting the individual to be employed as personal clerk, from out of the Lower Division Clerks appointed in the office, the Chairman of the Panchayat Union Council shall exercise his choice. Any change in the incumbent of this post should be made only with the approval of the Chairman.

3. All Commissioners of the Panchayat Unions are requested to acknowledge the receipt of this order.

(G.O. Ms. No. 3223, Rural Development and Local Administration, dated 8th December 1961.)

PANCHAYAT RADIO MAINTENANCE ORGANISATION—RADIO SUPERVISORS—PAYMENT OF TRAVELLING ALLOWANCE—CLARIFICATIONS—ISSUED.

The Sub-Collector, Nagapattinam has requested instructions whether the Radio Supervisors are eligible for Madras Travelling Allowance or Fixed Travelling Allowance. All the Revenue

Divisional Officers are informed that the Radio Supervisors are eligible to draw travelling allowance as per Madras Travelling Allowance Rules.

(Memorandum No. 210573/P6/61-3, Rural Development and Local Administration, dated 14th December 1961.)

VITAL STATISTICS—REGISTRATION OF BIRTHS AND DEATHS IN LOCAL AREAS—UNIT OF REGISTRATION AREA—DEFINED.

Under Section 3 of the Madras Registration of Births and Deaths Act, 1899 (Madras Act III of 1899), local area exclusive of any plantation which for purposes of revenue administration is recognized as a village, is the unit of area for purposes of registration of births and deaths. In the present organizational set up in rural areas under the Madras Panchayats Act, 1958 (Madras Act XXXV of 1958), it is considered that the appropriate unit of registration area will be the panchayat village/panchayat town. The appended notification will be published in the *Fort St. George Gazette*.

NOTIFICATION.

In exercise of the powers conferred by section 3 of the Madras Registration of Births and Deaths Act, 1899 (Madras Act III of 1899), the Governor of Madras hereby declares that on and from 1st January 1962, a village for purposes of registration of births and deaths in any local area in which this Act is in force, shall be the panchayat village or the panchayat town as may be notified under section 3 of the Madras Panchayats Act, 1958 (Madras Act XXXV of 1958).

(G.O. Ms. No. 2847, Health, 16th December 1961.)

COMMUNITY DEVELOPMENT PROGRAMME—ESTABLISHMENT—EXTENSION OFFICER (AGRICULTURE)—DUTIES AND RESPONSIBILITIES.

In view of the emphasis now being laid on agricultural production it has been suggested that the duties and responsibilities of the Extension Officer (Agriculture) should be specified. The Government of India have forwarded a model job chart for adoption with suitable modifications. The model Job Chart suggested by the Government of India has been examined in consultation with the Director of Agriculture, Madras, and has been suitably revised to suit local conditions for adoption in this State.

2. The Government accordingly order that the following shall be the duties of the Extension Officer (Agriculture).

I. *Status and Control.*—(1) The Extension Officer for Agriculture will be under the full administrative control of the Block Development Officers. On all administrative matters the Extension Officer for Agriculture shall seek the advice of the Block Development Officer and shall abide by his orders.

(2) The Extension Officer (Agriculture) will be under the technical control of the District Agricultural Officer. On technical matters, the Extension Officer (Agriculture) should seek the advice of the District Agricultural Officer through the Block Development Officer and shall abide by his orders.

(3) The Extension Officer (Agriculture) will be subject to all other general rules applicable to other Extension Officers including matters relating to office discipline, attendance at meetings, arranging of tours, preparation and submission of diaries and all other matters generally applicable to other Extension Officers.

(4) As regards correspondence, the Extension Officer (Agriculture) will be governed by the instructions already issued in Memorandum. No. 164207, T-1/59-6, dated 6th April 1961 of Rural Development and Local Administration Department.

(5) The Director of Agriculture shall be the Head of the Department at the State level and the District Agricultural Officer shall be the concerned District Officer in relation to the Extension Officer (Agriculture).

II. *Duties.*—(1) The Extension Officer (Agriculture) shall be in charge of the Agricultural Extension work in the block. He shall attend to his work with the assistance of the Gramasevaks, the Agricultural fieldmen and the Demonstration Maistries.

(2) The Extension Officer (Agriculture) shall be responsible for the full and effective utilisation of the funds allotted for Agriculture, according to the programmes drawn up in pursuance of the orders in G.O. Ms. No. 2460, Rural Development and Local Administration, dated 8th September 1961.

(3) The Extension Officer shall see that the village production plans formulated by the Panchayats as ordered in G.O. No. 3792, dated 16th November 1960 are implemented successfully. He should review the work of the Gramasevaks in this regard every month to ensure proper progress.

(4) The Extension Officer (Agriculture) shall in the course of his inspections cover every village in the block. One round of inspection should be completed in a period not exceeding three months. Each village should form the unit of inspection. When the Extension Officer inspects the work of the Village Level Worker in each village, he should take with him the periodical reports sent by the Village Level Worker. He should check up every item recorded there and wherever necessary actually see

the fields. He should then appraise the work that has already been done and what yet remains to be done with reference not only to the targets but also with reference to the potentialities of each village for agricultural development.

(5) The Extension Officer shall keep two factors in view namely, (*a*) total production in the village should increase progressively, and (*b*) that towards this end every measure should be taken up to cover every holding. Thus agricultural development should be fully intensive as well as extensive. The Extension Officer shall suggest measures to achieve increased production in the quickest time. The Extension Officer shall also see that the Village Level Worker has put in his best to secure the above objectives. His inspection report should be in writing and a copy of it should be submitted to the Block Development Officer and the District Agricultural Officer.

(6) Every block is provided with an Agricultural depot for stocking seeds, implements, insecticides, etc. It shall be the responsibility of the Extension Officer (Agriculture) to ensure proper maintenance and accounting of the stocks held at the depot with the assistance of the depot clerk. He should conduct periodical and surprise verification of stocks as laid down in Articles 143, 144 of the Madras Finance Code, Volume I and in paragraph 60 of the Agricultural Departmental Manual.

He should check the entries in the cash book with the concerned bills, vouchers, chalans, etc., and should attest them.

Similarly, the entries in the various stock registers should be checked with the concerned bills, vouchers, etc., and initialled. The cash book should be closed daily and the memorandum of verifications prescribed under T. R. 11 Subsidiary Rule 2 should be signed by the Extension Officer whenever he is at headquarters. Whenever the Extension Officer (Agriculture) is not at Headquarters the closing entries should be made by the Depot clerk. The Extension Officer should on his return to Headquarters check the closing entries and affix his signature.

The cash balance of the depots situated at headquarters should be brought to the main cash book daily. If the Agricultural Depot is not located in the headquarters of the block, the cash balance of the depot should be verified by the Extension Officer (Agriculture) daily and by the Block Development Officer during his visit to the depot in any case not less than once in a month. The cash balance of depots should be transferred to the Block headquarters for remittance into the treasury atleast once a week if the sum does not exceed the amount of cash security furnished by the depot clerk and at shorter intervals if it exceeds the security amount. As regards the procedure to be adopted for remittance of the Agricultural Depot cash by the Block Development Officer's

office, instructions issued in Government Memorandum No. 41246/58-6, Public (Rural Development Projjects), dated 17th October 1958 should be strictly followed.

(7) As soon as the Quarterly Advance Programme is approved and with due regard to the village production plans the Extension Officer shall place necessary indents for the supply of seeds and properly store the seeds as and when received, so that their potency is not destroyed. He should conduct germination and purity tests periodically and invariably before releasing the seeds for sowing.

(8) The Extension Officer for Agriculture shall appraise each Gramasevak during the periodical staff meetings of the availablity of seeds and other stocks together with their prices.

(9) The Extension Officer for Agriculture shall calculate the quantity of seeds of each of the strains required from Primary or State Seed Farms, taking all the village production plans into consideration and obtain these seeds well in advance of the season through the District Agricultural Officer and stock the same in the depot. He shall give due intimation to the various Gramasahayaks through Gramasevaks. He shall ensure the purity of the strains and supervise the Gramasahayaks' seed farm crop regularly. He shall see that the Gramasevaks supervise the harvesting, cleaning and drying of the seeds. As soon as the seeds are ready he shall arrange to collect samples and conduct germination tests. On satisfactory germination he shall arrange to have the seed bags sealed and kept stored till required for distribution.

(10) The Extension Officer (Agriculture) shall take steps to make up any expected shortage of supply in seeds by running primary seed farms by obtaining the required quantities of nucleus seeds from the Agricultural Research Station through the District Agricultural Officer. He shall inform the District Agricultural Officer immediately the additional quantity of seeds and other stocks required so that they can be transferred and utilised without the season being lost.

(11) The Extension Officer (Agriculture) shall stock all demonstration implements suitable for the area in full working condition.

(12) The Extension Officer (Agriculture) shall carefully study the local conditions and prepare a Pests and Diseases Campaign calendar and should stock the pesticides required well in advance. He shall arrange for the concessional sale of pesticides for controlling the pests and diseases on crops at the rates specified in G.O. Ms. No. 2460, Rural Development and Local Administration, dated 8th September 1961 and shall issue the pesticides to

food crops on the strength of the certificate produced from the Panchayat Presidents. Pesticides being poisonous chemicals proper precautions shall be taken in the storage, handling, distribution and usage by the ryots.

(13) The Extension Officer shall stock sprayers and dusters and keep them always in working condition.

(14) The Extension Officer (Agriculture) shall demonstrate fully and repeatedly all the labour saving implements suitable for the locality and the Plant Protection Appliances with a view to distribute the maximum number possible in his block. He should conduct the required number of demonstrations on the following in accordance with the instructions issued :—

(1) Preparation of compost with all waste materials.

(2) Japanese method of cultivation.

(3) Fertilizer demonstrations.

(4) Soil Conservation.

(5) All other proved and useful items reltaing to the varietal cultural and manurial aspects which are yet to spread in a particular village or area will be listed out and demonstrations arranged after giving necessary briefing to the Gramasevaks and other field staff by organising inservice training. The targetted number of demonstration plots fixed for each Gramasevak under this item should be adhered to.

(15) The Extension Officer shall arrange to lay out trials and observation plots as and when necessary on receipt of specific instructions from the concerned specialist for trial of any new seed, etc., and also render necessary help to the special staff if any posted for conducting the trials.

(16) He shall encourage the sending of soil samples by ryots to the soil testing laboratory serving his area for analysis and manurial recommendations.

(17) The Extension Officer shall see that the required stock of fertilizers is obtained by the Co-operative Societies well in advance of the manuring season.

(18) As Inspector of Fertilizers the Extension Officer, Agriculture, shall carry out the necessary inspections of manure dealers and ' Manure Mixing Firms ' as per the provisions contained in the Fertilizers control order and periodically take samples of manure mixtures and fertilizers and send them for analysis. The results of the previous years free fertilizer demonstration plots should be given publicity and the use of phosphatic and Potassic fertilizers in combination with nitrogenous fertilizers should be increased, wherever economic returns have been obtained. The Extension Officer will arrange to conduct free

fertilizer demonstration trials as per the targets fixed for different seasons in representative villages and utilise the manures supplied to the best advantage.

(19) The Extension Officer (Agriculture) shall help the Panchayats implementing the village production plan in all its aspects. He should obtain through Gramasevaks progress reports every month and help the Panchayats in overcoming obstacles and difficulties.

(20) The Extension Officer (Agriculture) shall report in his fortnightly and monthly report regarding the progress of work done by the Compost Development Inspector on the scheme for the development of local manurial resources.

(21) The Extension Officer for Agriculture shall see that the preparation of rural compost by individual ryots and night soil compost by Panchayats is done to the best advantage.

(22) The Extension Officer (Agriculture) shall encourage the local production of green manure seeds suitable to the tract.

(23) The Extension Officer shall encourage the planting of green leaf yielding trees and shrubs suitable for the tract.

(24) The Extension Officer (Agriculture) shall attend to crop sampling experiments and see that no experiment allotted is lost.

(25) The Extension Officer shall pay proper attention to enrol the maximum number of competitors in respect of all the crops in which the holding of competitions has been ordered. Harvests should also be conducted without giving room for any complaint whatsoever.

(26) The Extension Officer (Agriculture) shall render all assistance to the Extension Officer for Co-operation in organising co-operative farming and for the registering and successful working of as many such institutions as possible. He shall also induce the multipurpose society and agricultural banks to take up all multi-purpose activities which have a bearing on agricultural development.

(27) The Extension Officer shall disseminate information regarding the availability of loans for the following purposes :—

(1) Purchase of seeds and manures.

(2) Intensive manuring scheme.

(3) Oil engine and pumpsets under Hire Purchase system.

(4) Filter point scheme.

(5) Model cattle shed-*cum*-compost scheme

(6) Horticultural development for starting new orchards and rejuvenating old orchards.

(7) Cashew development.

(8) Any other items as may be notified by the Government as being eligible for loans from time to time.

(28) The Extension Officer shall arrange for the conduct of of exhibitions during important festivals, village leaders' camps, etc.

(29) The Extension Officer (Agriculture) shall assist in the preparation of posters, charts, bar diagrams, key maps, etc., publicity materials, so that they can be put up in the information centres attached to the Block Development Office, in the Agricultural depot, exhibitions and village leaders' training camps, etc., Suitable charts for dosage of manures pesticides, seeds rates, etc., along with the concerned crops, diseases pests, mode and period of application should be prepared in Tamil and put up in the depot for the guidance of the depot clerk and of the visitors.

(30) The Extension Officer (Agriculture) shall from time to time give the Gramasevaks such inservice training as is necessary.

(31) The Extension Officer shall organise and conduct training camps for functional village leaders in the Agricultural groups of subjects and also undertake the follow-up programmes, for the benefit of individual village leaders so trained and for the village as a whole. The manual on organising these camps and the supplementary instructions issued from time to time should be followed.

(32) The Extension Officer (Agriculture) shall inspect periodically all the registers maintained by the Village Level Workers as prescribed in the Manual of Village Level Workers records to ensure the correctness of the data furnished so far as they relate to the subject of Agriculture.

(33) The Extension Officer (Agriculture) shall have a pocket diary in which targets and achievements area under crops and important information regarding the block and the day to day work done within the Panchayat area should be recorded and kept ready for constant reference.

(34) In all the Panchayat Union Blocks a composite office is created and Extension Officer, Agriculture, need not maintain a separate personal register.

(35) The Extension Officer (Agriculture) shall maintain a diary in the form prescribed and submit it for review. The rules applicable to other Extension Officers shall apply to him in this case.

(36) He shall be responsible for the correct and timely submission of the periodicals relating to his Department to the officers specified.

ANNEXURE.

1 Cash Book.

2 Chitta Cash Book.

3 Depot Register.

4 Temporary Dead Stock Register (Permanent).

5. Temporary Dead Stock Register.

6 Treasury Transaction Register (Remittance).

7 Treasury Transaction Register (Encashment).

8. Free Issue Register.

9. Auction Sale Register.

10. Hire charges register for implements.

11 Library Register.

12 Transfer bills, F.T. Bills (outgoing and incoming).

13. Adjustment bills (Register of liabilities).

14 Register of bill-books.

15 Power sprayer Log book.

16 Condemned Articles Register.

17 Field Store Register.

18 R.R. Register.

19 Block improvement sheets.

20 District Work Register.

21 Trial and Observation Plots Register.

22 Demonstration plots Register.

23 Village Seed Farm Register.

24 Primary Seed Farm Register.

25 Germination Register.

26 Pocket Note Book.

27 Green manure Register.

28 Block map.

29 Charts showing targets and achievements.

30 Instruction Book.

31 Register for samples under Fertilizer Control Order.

32 Register of Advance collected from ryots.

(G.O. Ms. No. 3355, RD &LA, dated 21st December 1961).

ESTABLISHMENT—LAST GRADE SERVANTS PAID FROM CONTINGENCIES UNDER LOCAL BODIES—RECRUITMENT THROUGH THE EMPLOYMENT OFFICES—INSTRUCTIONS ISSUED.

In accordance with the policy of the Government all appointments to vacancies which can be filled other-wise than in consultation with the Madras Public Service Commission or on the results of a competitive examination should be made only through the Employment Exchanges outsiders should be appointed only if the Employment Office or Exchange concerned is not able to furnish lists of suitable and qualified persons registered with it. The above procedure is followed in making appointments also to posts paid from contingencies and also to posts included in the Madras Last Grade Service subject to the provisions of rule 6 of the special rules for the Madras Last Grade Service.

2. A question has been raised as to whether the above procedure should be adopted in respect of recruitment to posts paid from contingencies under Local Bodies also. The Government desire that, as far as possible the procedure outlined in paragraph 1 above should be adopted in respect of the recruitment to the posts paid from contingencies and also to the posts included in the Last Grade Service under Local Bodies, viz., Municipal Councils, Panchayat Union Councils, Panchayats, etc., subject to the provisions contained in the relevant rules if any. The Commissioners of all Municipal Councils, and Panchayat Union Councils and the Executive Authorities of all Panchayats are requested to follow the above procedure while recruiting candidates for the posts paid from contingencies and those in the Last Grade Service under the Local Body concerned.

3. The Collectors are requested to bring the contents of this order to the notice all the Panchayats and the Panchayat Unions in their respective jurisdictions.

(G.O. Ms. No. 3388, Rural Development and Local Administration, dated 26th December 1961).

PANCHAYAT DEVELOPMENT—VILLAGE OFFICERS—SPECIFICATION OF DUTIES—PAYMENT OF DEVELOPMENT ALLOWANCE—FURTHER CLARIFICATIONS—ISSUED.

In Government order, Ms. No. 644, RD, dated 9th August 1960 the Government issued orders specifying the duties to be performed by Village Officers on behalf of the Panchayat Unions and Panchayats. Various points raised by the Collectors with reference to the orders issued in that Government order were examined by the

Government and clarifications were issued in G.O. Ms. No. 411, RDLA, dated 16th February 1961, G.O. Ms. No. 2339, RDLA, dated 28th August 1961, G.O. Ms. 2340, RDLA, dated 28th August 1961, Memorandum No. 114508, P-1/62-2, dated 24th October 1961, G.O. Ms. No. 2895, RDLA, dated 1st November 1961 and Memorandum No. 182769/P-1/61-2, dated 22nd November 1961. The Secretary, Village Officers Association, Srivillputhur has now made certain representations. The Government have carefully examined the representations and pass the following orders :—

(2) (i) *Suggestion*—1.—In a revenue village with more than one Panchayat, the village officers should be required to work only in one Panchayat.

(ii) *Decision*.—The Government consider that normally the Karnam and the Village Munsif should be able to attend to development work in the entire area included in their revenue jurisdiction. Where the development work is considerably heavy making it difficult for the Village Officers to do justice to their work such cases may be brought to the notice of the Government with full details for specific orders.

(3) (i) *Suggestion*—2.—The tax registers should be handed over to the Village Officers at the beginning of the half year, that is in April and October, after settling the demand of taxes and revenues due, in advance, and after certifying to its correctness by the President.

(ii) *Decision*.—The tax registers should be written up by Karnams and the demands should be handed over to Village Munsifs. The question of Panchayat President writing up the registers and handing it over to Village Officers does not arise.

(4) (i) *Suggestion*—3.—The Panchayat Union Commissioner should fix a date in advance for the remittance into the Panchayat Union Treasury of the monies collected in a Panchayat by the Village Officers.

(ii) *Decision*.—The instructions issued in Memorandum No. 206144/RD.Accts.C/61-1, dated 23rd October 1961, it has been stated that the collection amount should be remitted into the Panchayat Union cash chest from time to time. As a ruling principle the Village Officers should be asked to remit the collections once a week or when the collection amount exceeds Rs. 250 (Rupees two hundred and fifty only) whichever is earlier.

(5) The Collectors are requested to acknowedge the receipt of this Memorandum.

(Memorandum No. 139119, P1/61-5, dated 5th January 1962.)

ELEMENTARY EDUCATION—LEAVE SALARY OF TEACHERS—PROCEDURE IN DISBURSEMENT—INSTRUCTIONS ISSUED.

Certain doubts have been expressed regarding the procedure to be adopted in the disbursement of leave salary to Panchayat Union Elementary School teachers. The following instructions are issued :—

(i) When an Elementary School teacher goes on leave, he shall be deemed to continue in the same school, unless and until an order transferring him to some other school is issued.

(ii) The Headmaster of the school from where the teacher goes on leave, shall claim the leave salary in the regular monthly pay bill of the school establishment. The procedure for the issue of the cheque, encashment of the cheque, disbursement of the salary, etc., shall be the same as laid down in the Memorandum cited.

(iii) However, it may sometimes so happen that the order sanctioning the leave for the teacher is not received before the pay bill for the month is prepared and sent to the Panchayat Union Office. In such cases, the Headmaster shall, as soon as the order is received, prepare a separate bill for the portion of the leave period for which a claim has not already been made and sent it to the Panchayat Union Commissioner for pass orders. The procedure laid down in the Memoranda cited that the disbursement of salary should be through the Headmaster of the central school, called the Paymaster, and that the amount shall be sent from the Panchayat Union Office only in the form of cheques, need not be followed in the payment of such leave salary bills received in the middle of the month. The Panchayat Union Commissioner may, in such cases, draw the amount in cash and send it by Money Order to the Headmaster of the school from where the teacher has gone on leave. The amount need not be routed through the Paymaster of the Central School. The Money Order commission may be met from office contingencies. The Headmaster shall make over the amount to the teacher concerned. If the teacher desires to have the amount sent by Money Order to his leave address it may be sent by the Headmaster to the leave address of the teacher deducting the Money Order commission from the leave salary.

(Memorandum No. 241718 E-5/61-2, dated 8th January 1962).

ESTABLISHMENT—BUBLIC HEALTH—PANCHAYAT UNION COUNCILS—HEALTH ASSISTANTS—CONTROL OVER THE HEALTH STAFF—CLARIFICATION—ORDERS PASSED.

The attention of the Commissioner, Udamalpet Panchayat Union Council, is invited to the orders in the Government Order cited and he is informed that the Health Assistants are the staff of the Panchayat Union Council and that their pay and allowances

are to be debited to the funds of the Panchayat Union. Further, the Commissioner of the Panchayat Union Council is the Officer to have administrative control over the Health Assistants transferred to the Panchayat Union Council.

2. The Commissioner is also informed that under section 65 (f) of the Madras Panchayats, Act 1958, it shall be the duty of the Panchayat Union Council to make reasonable provision for preventive and remedial measures connected with any epidemic or with malaria. In case of emergencies the District Health Officer has to mobilise the Public Health staff of the district, if the staff available for prevention and control of epidemics in a particular area is found inadequate. All Commissioners of Panchayat Union Councils are therefore requested to spare the services of the health assistants under their employ, whenever requisitions for their services are received from the District Health Officer or from any other officer of the Public Health Department for epidemic control work wherever needed. The pay and allowances of the staff so spared should be paid by the concerned Panchayat Union Council where the staff are posted for special work. When the necessity for such deputation ceases, the District Health Officer will instruct the concerned Commissioner of the Panchayat Union Council to relieve the Public Health staff and to send them back to their original places of employment. During the absence of the health assistants on deputation substitutes may be appointed by the respective panchayat unions who will themselves meet the pay and allowances of that staff.

(G.O. No. 80, Health, dated 8th January 1962).

ESTABLISHMENT — TOWN PANCHAYATS — STAFF OTHER THAN INFERIOR SERVANTS — APPOINTMENT — CONSULTATION WITH EMPLOYMENT EXCHANGE—ORDERS PASSED.

The Government have decided that, whenever vacancies arise in posts in superior service under a town Panchayat, the Executive Authority of the Panchayat should obtain from the District employment officer lists of persons suitable for appointment and that the selection should be made from among the persons included in such lists. In cases, where vacancies are advertised by Town Panchayats, copies of such advertisements should be sent to Employment Exchanges and they may be requested to bring the advertisement to the notice of prospective applicants on their registers.

2. The Government also consider that Town Panchayats should furnish quarterly returns of staff strength prescribed in G.O. Rt. No. 216 (Labour), Industries, Labour and Co-operation, dated 17th February 1961 to the District Employment Officers concerned

3. The Collectors are requested to issue necessary instructions to the Executive Officers of all the Town Panchayats.

(G.O. Ms. No. 216, Rural Development and Local Administration, dated 27th January 1962).

ALLOWANCE—TRAVELLING—PRESIDENTS OF PANCHAYATS—COUNTER-SIGNATURE OF TRAVELLING ALLOWANCE BILLS BY DIVISIONAL PANCHAYAT OFFICERS—REVISED INSTRUCTIONS—ISSUED.

Government direct that the travelling allowance bills of presidents of panchayats should be sent to the Panchayat Union Commissioner concerned for counter-signature instead of to the Divisional Panchayat Officer as ordered in the circular of the Inspector of Municipal Councils and Local Boards D. Dis. No. 79923/60, dated 17th January 1961. The existing procedure for the counter-signature of the travelling allowance bills of vice-presidents and members of panchayats, the Executive Officer and the panchayat staff will continue without any change.

(G.O. No. 319, Rural Development and Local Administration, dated 9th February 1962).

COMMUNITY DEVELOPMENT PROGRAMME—ESTABLISHMENT—EXTENSION OFFICER FOR CO-OPERATION—DUTIES AND RESPONSIBILITIES—DEFINED.

It has been suggested that the duties and responsibilities of Extensive Officers should be specified clearly. The duties of Extension Officer (Co-operation) have been examined by Government in consultation with the Registrar of Co-operative Societies and the following orders are issued :—

I. *Status and control.*—(a) The Extension Officer (Co-operation) will be under the full administrative control of the Panchayat Union Commissioner. On all administrative matters, the Extension Officer (Co-operation) shall seek the advice of the Panchayat Union Commissioner and shall abide by his orders.

(*b*) He will be under technical control of the Deputy Registrar. On technical matters, the Extension Officer (Co-operation) shall seek the advice of the Deputy Registrar *through* the Panchayat Union Commissioner and shall abide by his orders.

(*c*) The Extension Officer for Co-operation will be subject to all other general rules applicable to other Extension Officers, including matters relating to office discipline, arranging of tours, attendance at meetings, preparation and submission of diaries and all other matters generally applicable to other Extension Officers.

(*d*) All correspondence dealt with by the Extension Officer (Co-operation) shall pass *through* the Panchayat Union Commissioner except purely routine references to Gramasevaks. The Extension Officer (Co-operation) may correspond directly with the Deputy Registrars, Presidents of the District Co-operative Central Banks, Supervisors of the Central Banks, private parties, etc., in so far as it relates strictly to his statutory functions. In such cases a copy of the letter should, invariably be placed before the Commissioner.

(*e*) The Registrar of Co-operative Societies shall be the Head of the department at the State level and the Deputy Registrar shall be the concerned District Officer in relation to the Extension Officer (Co-operation).

II. *Duties.*—(1) The Extension Officer (Co-operation) shall be responsible generally for the implementation of the various co-operative schemes under Five-Year Plan and for the development of co-operatives in block areas. He shall educate the people in the block about the ideals of co-operation and the objectives of the various kinds of co-operative institutions, make them co-operative-minded and ensure that the various co-operative institutions are worked by the people in such a way as to realize their objectives and confer the maximum benefit on their members.

(2) The Extension Officer (Co-operation shall be responsible for organization of all co-operative societies including Rural Housing Societies and Industrial Co-operatives in his area. He shall be responsible also for the supervision and inspection of Industrial Co-operative Societies and for giving them guidance in developing their business and maintaining their accounts. He shall also assist Rural Housing Societies in the preparation of loan applications and help them to get type designs of houses, lay-out plans, etc., prepared.

(3) He shall be responsible for the expansion of agricultural credit and the integration of credit and marketing in his block. He should see that the expansion of agricultural credit is brought about by organization of societies, extension of the area of operation of existing societies, admission of more members and supply of agricultural credit according to the targets fixed for these various items of the programme.

(4) He shall be responsible for the development of the activities of the marketing society which is either situated in the block or has the block within its area of operations, by linking it up with credit societies in the block, admitting individual ryots as members and arranging for the sale of the produce of the ryots in the block area through the marketing society.

(5) He shall inspect a certain number of agricultural banks and credit societies so that he may acquire an intimate knowledge of these institutions and thereby be in a position to remove bottlenecks, if any, in their working.

(6) He shall also see that the village credit societies and the agricultural banks undertake the supply of agricultural requisites of the villagers such as seeds, manures and implements and also domestic requirements and other consumer goods.

(7) He shall, wherever the co-operative societies in the block area undertake the construction of godowns, inspect and supervise them and render the societies all assistance for the speedy construction of godowns. Similarly he shall assist the societies in the installation of processing plants such as gins and decorticators and also in the actual working of the plants to the advantage of the producers.

(8) He shall explore the possibilities of organizing milk supply societies and mik supply unions and shall help the existing societies to step up their production. To enable members to maintain their milch animals when they go dry and also to provide a source of income to the people in the block area, he should help to organize salvage farms wherever there are facilities.

(9) He shall explore the possibilities of forming joint farming societies and co-operative farming societies of other types, viz., tenant—farming societies and collective farming societies. Each Extension Officer (Co-operation) should attempt to have at least one Joint Farming Society working in his block.

(10) He shall participate in the training classes conducted by the State Co-operative Union for members, prospective members and panchayatdars of co-operative societies whenever they are held in the block and shall propagate the ideals of co-operation among the trainees. He shall also participate in 'Mermbership Week', 'All-India Handloom Week', 'All-India Co-operative Week', 'Milk Day', etc., in the block areas.

(11) He shall, besides the developmental and extension activities mentioned above, attend to statutory functions like Arbitration, Execution, Enquiries under section 38 of the Madras Co-operative Societies Act, 1932 if such functions will facilitate developmental work.

(12) He shall attend to the periodical inspection of the non-credit societies in the block areas and shall be authorized to conduct statutory and other enquiries in societies except those which are *prima facie* intended for the investigation of frauds leading to prosecution.

(13) He shall attend to arbitration references of an important and complicated nature such as references under section 51 (1) (*c*) of the Madras Co-operative Societies Act, which are normally entrusted to the Co-operative Sub-Registrar.

(14) He shall also attend to such important execution petitions as would serve as a step in aid for Extension work.

(15) The Extension Officer (Co-operation) shall meet the officials and non-officials in the block including the supervisors of the Central Bank so that their work may be co-ordinated. He shall convene meetings of the supervisors of the co-operative central banks and others in consultation with the central banks in order to discuss the several matters relating to the working of the societies and to draw up plan of work.

(16) He shall give in-service training to the Gramasevaks in order to provide them with a sound knowledge of principles and practice of co-operation. He should take advantage of the staff meetings when all the Gramasevaks will be present to give them lectures on co-operation. Synopsis of the lectures should be prepared and sufficient number of copies supplied to Gramasevaks. Besides theoretical instructions, the Gramasevaks should be given practical instruction also by being taken to various types of societies as far as possible within his jurisdiction.

(17) He shall maintain a permanent register in the form prescribed, if any, wherein he should record the details of achievements in regard to his work.

(18) In order to carry out the correspondence in respect of matters relating to his subject, the Extension Officer (Co-operation) shall maintain a personal register in the form prescribed. This personal register should be checked by the Panchayat Union Commissioner at least once a month. All correspondence by the Extension Officer (Co-operation) shall pass *through* the Panchayat Union Commissioner as laid down in rule I (*d*) above.

(19) The Extension Officer (Co-operation) shall maintain a diary in the form prescribed and submit it for review. The rules applicable to other Extension Officers shall apply to him in this case.

(20) He shall be responsible for correct and timely submission of the periodicals relating to his department to the officers specified.

(21) He shall be responsible for the accuracy of figures relating to his work made available to the Panchayat Union Commissioner for submission of progress reports.

(G.O. Ms. No. 455, Rural Development and Local Administration, dated 26th February 1962.)

ESTABLISHMENT—PANCHAYAT UNION COUNCILS—MEDICAL AND PUBLIC HEALTH STAFF—SCALES OF PAY—ORDERS PASSED.

Under section 57 (3) of the Madras Panchayats Act, 1958, Government fix the following scales of pay for the Medical and Public Health staff borne on the establishment of the panchayat unions. The scales shall take effect from the 1st June 1960 :—

(i) Medical Officer (Indigenous system)—Rs. 150—5—175—10—225—15—300.

(ii)—Pharmacist—

(Indigenous medicine)—Rs. 70—2—100.

(Modern medicine)—Rs. 90—4—110—3—140.

(iii) Maternity Assistant—Rs. 80—3—110—2—120

(iv) Nursing Orderly—Rs. 50—1—60.

(v) Health Assistant—Rs. 90—3—105—4—125.

(vi) Ayah—Rs. 50—1—60.

2. Government direct that the following procedure shall be adopted in those cases where arrears of salary, either owing to the revision of scales or owing to other reasons, are payable to the Medical and Public Health Staff employed under the panchayat unions who were previously borne on the establishment of panchayats and district boards. In the case of employees who previously belonged to the district boards, the panchayat union council concerned shall bear the expenditure on all arrear payments as this should be deemed to be a liability of the district board statutorily transferred to the panchayat union council. In the case of those employees who previously belonged to the panchayats the panchayat union council shall disburse the arrear salaries in the first instance, out of its own funds, and may, if it so chooses, recover such expenditure subsequently from the panchayats concerned.

(G.O. Ms. No. 427, Rural Development and Local Administration, dated 22nd February 1962).

PUBLIC HEALTH—MATERNITY AND CHILD WELFARE CENTRES OPENED BY THE GOVERNMENT—TRANSFER OF CONTROL TO THE PANCHAYAT UNION COUNCILS—ORDERS PASSED.

According to G.O. Ms. No. 1224, Health, dated 16th May 1961 and G.O. Ms. No. 2330, Health, dated 30th September 1961, the Maternity Centres under the control of the District Boards together with the Maternity Assistants and Ayahs employed in them have to be taken over by the successor Panchayat Union Councils. Maternity and Child Welfare Centres have been opened and maintained by Government also under the Second Five-Year Plan, the Backward Area Scheme, etc. The Government have considered the question whether these centres might not also be transferred to the control of the respective Panchayat Union Councils. They have decided that all the centres opened by them including the sub-centres attached to the Primary Health Centres, but excepting those opened under the Backward Area Scheme, should be transferred to the control of the respective Panchayat Union Councils.

2. The Government accordingly direct that all the sub-centres attached to the Primary Health Centres and all the Maternity and Child Welfare Centres except those opened under the Backward Area Scheme together with the staff and equipment, be transferred to the control of the respective Panchayat Union Councils, with effect from 1st March 1962.

(G.O. Ms. No. 510, Health, dated 22nd February 1962.)

ESTABLISHMENT—PANCHAYATS—STAFF OF PANCHAYATS—INSTRUCTIONS ISSUED.

The power to fix or alter the number, designation and grades of officers and servants under the panchayats and the power to determine the salaries and allowances payable to such staff have been vested in the panchayats concerned under section 57 (1), and in the Inspector under section 57 (3), of the Madras Panchayats Act, 1958. The powers of the panchayat in this respect are subordinate to and limited by the powers of the Inspector.

2. Under section 34 (1) of the Madras Village Panchayats Act, 1950, read with Proceedings Roc. No. 5044/51, dated 29th June 1951, of the Inspector of Municipal Councils and Local Boards, the Regional Inspectors of Municipal Councils and Local Boards used to sanction the staff of the panchayats in their respective jurisdictions. A question has now been raised regarding the continuance of the staff so sanctioned by the Regional Inspectors of Municipal Councils and Local Boards. The following clarification is issued.

In G.O. No. 1334, Rural Development and Local Administration, dated 10th May 1961, the Collectors of the districts have been appointed as the Inspectors to exercise the powers and perform the duties of Inspector in respect of section 57 (3) of the Madras Panchayats Act, 1958. The Collectors are advised to examine the necessity to fix a standard pattern of minimum staff for the panchayats in their jurisdiction and to issue suitable orders. Till such orders issue the staff sanctioned by the competent authority under the Madras Village Panchayats Act, 1950, would continue to be in position. If such a staff has been sanctioned only for a specified period the sanction would expire on the prescribed date unless the Collector, as the Inspector under the Madras Panchayats Act, 1958, renew the sanction.

3. These instructions shall not apply to the clerical staff of the panchayats and the staff for the collection of revenues regarding which instructions have already been issued in G.O. No. 644, Rural Development and Local Administration, dated 9th August

1960, G.O. No. 411, Rural Development and Local Administration, dated 16th February 1961 and G.O. No. 2339, Rural Development and Local Administration, dated 28th August 1961.

Memorandum No. 30287 E-5/62-1, Rural Development and Local Administration dated 27th February 1962.

ESTABLISHMENT—PANCHAYAT UNION COUNCILS—SUPERNUMERARY POSTS OF HIGHER ELEMENTARY GRADE TEACHERS IN AIDED SCHOOLS—ABSORPTION IN SCHOOLS UNDER PANCHAYAT UNION COUNCILS.

Consequent on the issue of orders appointing secondary grade teachers in elementary schools for teaching English for pupils in the Fifth Standard certain posts of Higher Elementary Grade trained teachers became supernumerary. In order to avoid the immediate retrenchment of such Higher Elementary Grade Trained teachers supernumerary posts of teachers were permitted to be created. It was ordered in this connection, that such supernumerary posts in the higher elementary grade should be abolished as and when the teachers were absorbed in other vacancies. Orders were issued in Memorandum No. 84966/E-8/61, E & PH, dated 19th September 1961 and Memorandum No. 43693/E-2/61-8, E & PH, dated 18th January 1962 for such absorption.

2. The question of absorbing the teachers in excess of the requirements in aided elementary schools has been examined anew after the constitution of the Panchayat Union Councils. It is considered by the Government that those Higher Elementary Grade teachers who are found to be in excess in aided schools and are holding the supernumerary posts in such schools should be absorbed in Panchayat Union Schools wherever vacancies arise. The Panchayat Union Councils are, therefore, informed that the following procedure should be adopted in regard to the filling up of the future vacancies in the Panchayat Union schools till all the teachers holding supernumerary posts in the aided elementary schools are absorbed in full :—

(i) A list of Higher Elementary Grade teachers holding the supernumerary posts in the aided elementary schools in the Panchayat Union areas may be prepared by the Education Committee of the Panchayat Union Councils.

(ii) The Panchayat Union Commissioner should issue a circular to all such teachers through the aided management asking them whether they would be willing to take up service under the Panchayat Union Elementary schools. They should be assured that the emoluments and other rights acquired by them under the aided management would be fully protected by the Union.

(iii) A list of teachers willing to come over to the Panchayat Union Service should be prepared and kept in the Panchayat Union Office.

(iv) Whenever vacancies in the posts of teachers in the Panchayat Union schools arise either due to opening of new schools or creation of new posts, etc., these vacancies should be filled up from the list prepared as mentioned above. Care should be taken to see that the list is placed before the Appointment Committee of the Panchayat Union Council before the vacancies are filled up and the approval of the Appointment Committee is obtained for the appointment of any teacher from the list referred to above.

(v) The above procedure should be followed till all the teachers holding the supernumerary posts in the aided elementary schools are absorbed. The employment of teachers from other sources prescribed should be resorted to only thereafter.

(Memorandum No. 83761-E2/61-4, Education, dated 27th February 1962.)

ESTABLISHMENT—PANCHAYAT UNION COUNCILS—HEALTH ASSISTANTS AND MATERNITY ASSISTANTS—CONTROL OF—ORDERS PASSED.

In accordance with the procedure adopted prior to the abolition of District Boards, appointments, punishments, grant of leave, etc., in respect of District Board Health Staff were made by the District Health Officer with the approval of the Special Officer and the Pay Bills were prepared by the Health Inspector and sent to the District Health Officer and forwarded to the Special Officer for payment through the District Health Officer. After the abolition of the District Boards, on 2nd October 1961 all the Health Assistants, Maternity Assistants and Ayahs of the erstwhile District Boards have been transferred to the successive Panchayat Union Councils and have become the staff of the Panchayat Union Councils.

The question has been raised whether the procedure adopted prior to the abolition of the District Boards in the matter of preparation, drawal of pay bills, etc., in regard to the three categories of District Board staff mentioned above is to be followed even now. As the Health staff mentioned above have come under the Panchayat Union Councils after the abolition of the District Boards, full control over such staff should be vested in the Panchayat Union Commissioner as in the case of other Panchayat Union staff. Government, therefore, direct that the Panchayat Union Commissioner concerned should make necessary arrangements for the preparation of pay bills in respect of the Health Assistants, Maternity Assistants and Ayahs with the assistance of the Health

Inspector of the Union and make payment of salary to these staff as in the case of other Union staff. District Helath Officers will cease to have anything to do with the preparation of pay bills and the payment of salary to the Public Health staff under such Panchayat Union Council except technical control over such staff. All the Panchayat Union Commissioners are requested to follow the above procedure in respect of the Public Health staff of the Panchayat Union Councils.

(G.O. Ms. No. 728, Rural Development and Local Administration, dated 26th March 1960).

ESTABLISHMENT—PANCHAYAT UNION OFFICES IN KANYAKUMARI DISTRICT AND SHENCOTTAH BLOCK IN TIRUNELVELI DISTRICT—FIXATION OF STRENGTH—RECRUITMENT OF STAFF—SANCTION OF POSTS—ORDERS ISSUED.

Panchayat Unions in Agastheeswaram, Rajakkamangalam, Killiyur, Munchira, Melpuram, Thovala, Thalakulam, Thuckalay and Thiruvattar Blocks in Kanyakumari district and Shencottah Block in Tirunelveli district will be constituted and Panchayat Union Councils will come into existance on the 1st April 1962. It is expected that the functions to be discharged by these Unions and the work involved in the administration of these Unions will be considerably less than what they are in the Panchayat Unions in the rest of the State. Therefore Government consider that it is not necessary to sanction for these ten Panchayat Unions constituting the 'transferred territory' the same scale of staff as was sanctioned in the Government Orders (G.O. Ms. No. 1225, Rural Development and Local Administration, dated 20th July 1960, G.O. Ms. No. 109, Rural Development and Local Administration, dated 12th January 1961 and G.O. Ms. No. 1941, Rural Development and Local Administration, dated 13th July 1961) for the Panchayat Unions elsewhere in the State.

2. Government accordingly sanction the following posts in each of the offices of the ten Panchayat Unions mentioned in paragraph 1 :—

(i)	Manager	One.
(ii)	Accountant	One.
(iii)	Upper Division Clerks	Two.
(iv)	Lower Division Clerk	Three.
(v)	Cashier (Shroff)	One.
(vi)	Typist	One.
(vii)	Attender	One.
(viii)	Peons	Four.
(ix)	Jeep Driver	One.

The Manager, the Accountant, the Upper Division Clerks and the Jeep Driver will constitute the National Extension Service establishment, and their services will be placed free of charge at the disposal of the panchayat unions. The three Lower Division Clerks, Cashier, Typist, Attender and peons will constitute the staff to be maintained by the Panchayat Unions at their own cost.

3. The above sanction will take effect from the date of constitution of the Panchayat Unions.

4. For the posts of Managers, Accountants and Upper Division Clerks, the Collectors of Kanyakumari and Tirunelveli are requested to transfer suitable staff from the Revenue Department or municipalities in the respective districts or, if necessary, from the neighbouring districts in consultation with the Collectors concerned.

5. The staff borne on the Panchayat Union service may be recruited by the Commissioner of the Union concerned with the prior approval of the Appointment Committee of the Union.

6. The typist should be qualified in Tamil typewriting, as the Panchayat Unions will be supplied with Tamil typewriters only.

7. Retrenched Shroffs of Revenue Department who have gained experience of not less than one year and who possess good service records may be recruited as Cashiers in Panchayat Unions. Proposals for the relaxation of relevant rules in respect of such retrenched shroffs may be sent to Government.

8. Where suitable qualified hands are not available through open market recruitment for being posted as Cashiers and typists, Collectors may appoint to such posts cashiers and typists borne on Government establishment. Cashiers of typists so postetd will continue to draw their pay and allowances at Government rates and their service in the Panchayat Unions will also be counted as Government service. The Collectors should, however, ensure that such Government typists and cashiers are replaced by Panchayat Union employees as early as possible.

9. In the case of those of the proposed Panchayat Unions which are now active blocks those offices will already be having a staff of peons. Though subsequent to the formation of the Panchayat Unions, the posts of peons will be borne on the Panchayat Union service, and the powers of appointment to those posts will vest with the Panchayat Union Commissioner and the Appointment Committee of the Union. Government desire that the peons already working in the block offices should not be thrown out of employment. The Collectors are requested to use their good offices to persuade the Panchayat Unions to agree to the transfer of such peons to the service of the Panchayat Unions concerned. In making such

transfers the peons in the block offices should be included in the division list and the junior most of the peons made available for transfer to the Panchayat Union offices.

10. The post of the jeep driver shall continue to be treated as a separate category in the Madras General Subordinate Service as indicated in G.O. No. 2462, Public (Rural Development Project), dated 16th July 1956. In the case of those blocks which do not have a jeep already the post of the jeep driver should be filled up only after the Panchayat Union secures a jeep.

11. The scale of pay for the post of Manager will be Rs. 150—5—200. For the rest of the posts forming part of the National Extension Service Establishment the prescribed Government scales of pay will continue to apply. The Accountant will be paid a special pay of Rs. 15 besides the scale of pay applicable to Upper Division Clerk's post in Government service, in view of the more responsible and arduous nature of the duties attached to the posts of Accountants in Panchayat Union offices.

12. The staff borne on Panchayat Union service shall be remunerated at such scales of pay as may be fixed by the Panchayat Union, but not higher than the scales given below :—

Designation.	*Scales of pay.*
Lower Division Clerks.	Rs. 90—3—120—140 (Graduates to start on such pay as may be fixed by the Panchayat Union but not higher than Rs. 102/- per mensem).
Cashiers.	Rs. 90—3—120—2—140.
Typists.	Rs. 90—3—120—2—140 (plus special pay of Rs. 10/- If the typist is qualified in Tamil Typewriting by the Higher Grade his Special pay will stand increased to Rs. 15/- per mensem)
Attenders	Rs. 55—1—70.
Peons	Rs. 50—1—60.

13. Attention is invited to the instructions issued in Memorandum No .164207/T. 1/59-6, dated 6th April 1961 of Rural Development and Local Administration Department regarding the office procedure to be adopted in the Panchayat Union Offices and other allied matters.

14. The expenditure on the staff sanctioned in this order will be debited to the heads of account, as indicated in the Annexure.

(G.O. Ms. No. 740 Rural Development and Local Administration, dated 27th March 1962).

ANNEXURE

(Vide *para* 14 *of the G. O.*)

I. The expenditure on the Staff sanctioned for the Panchayat Union Offices in para 2 of the G. O. should be debited as follows in the case of all Blocks *except Shadow Blocks* :—

Name of Post.	*Head of debit.*
1. Manager.	47-A, Community Development Projects, National Extension Service and Local Development Works (*a*) Ordinary—(i) Community Development Programme—I. Block Headquarters—B. Expenditure on Managerial Staff employed in Panchayat Unions—1. Pay of Establishments or 2. Allowances.
2. Upper Division Clerk	Do.
3. Upper Division Clerk; (2nd post). 4. Accountant. 5. Jeep Driver.	47-A, Community Development Projects, National Extension Service and Local Development Works (*a*) Ordinary—(1) Community Development Programme—I. Block Headquarters—D. Expenditure on Staff in the Panchayat Unions which completed three years in stage I as well as stage II, 2. Pay of Establishments and 3. Allowances *or* (b) Development Schemes—Schemes in the Third Five-Year Plan—Community Development Programme—I. Project/Block Head quarters—2. Pay of Establishments and 3. Allowances *as the case may be.*

II. Expenditure in the case of Shadow Blocks should be debited as follows :—

Name of post.	*Head of debit.*
1. Manager. 2. Upper Division Clerk.	47-A, Community Development Projects, National Extension Service and Local Development Works (*a*) Ordinary—(i) Community Development Programme—I. Block Headquarters—B. Expenditure on Managerial staff employed in Panchayat Unions—1. Pay of Establishments or 2. Allowances.
3. Upper Division Clerk. 4. Accountant. (2nd Post) 5. Jeep Driver.	47-A. Community Development Projects, National Extension Services and Local Development Works (*a*) Ordinary—(i) Community Development Programme—Block Headquarters—C. Expenditure on staff in shadow blocks—2. Pay of Establishments and 3. Allowances.

III. The expenditure in respect of the posts of Lower Division Clerks (3) Cashier (shroff), Typist, Attender and Peon (4) should be met from the Panchayat Union Funds.

ADVANCE—ADVANCE OF PAY TO THE STAFF OF THE LOCAL BODIES INCLUDING PANCHAYAT UNION COUNCILS ON THE EVE OF IMPORTANT FESTIVALS —INSTRUCTIONS—ISSUED.

The attention of the Commissioners of all Municipalities and the Collectors is invited to the note (2) in paragraph 1 of G.O. Ms. No. 1675, Finance, dated 24th October 1956, wherein, it has been clearly ordered that the employees of local bodies may be granted the advances at the option of the local bodies, if the financial position of the local bodies will admit of this course. In spite of the above orders, some of the local bodies apply to the Government for the sanction of festival advance for disbursement to their employees on the eve of important festivals.

Deepavali and other festival advances are only advances to be made from and out of the provisions made in the budget of the local bodies for salaries of employees and to be recouped by deduction from salaries. The Government therefore consider that it may not be difficult for the local bodies including Panchayat Unions to pay such festival advances from their funds, as the expenditure only represents advance payment of salaries and that it is not desirable to permit the local bodies to go in for an advance repayable with interest in order to meet the expenditure on the payment of festival advances to its employees which is an interest-free one. The local authority should regulate its expenditure in such a way that it is able to pay the advance recoverable and to recoup it from subsequent recoveries.

In the circumstances stated above, the Government direct that no such repayable advance towards the payment of festival advances to its employees on the eve of important festivals will be sanctioned in future to the local bodies including Town Panchayats and Panchayat Union Councils.

The Collectors are therefore requested to issue necessary instructions to the Commissioners of Panchayat Union Councils and the Executive Authority of Town Panchayats.

G.O. R. No. 696, Rural Development and Local Administration, dated 11th April 1962.

ESTABLISHMENT—TRANSFER OF OFFICERS AND SERVANTS OF PANCHAYAT UNION COUNCILS—FURTHER INSTRUCTIONS—ISSUED.

Rules relating to the transfer of officers and servants of panchayat union councils have been issued in G.O. Ms. No. 1051, Rural Development and Local Administration, dated the 1st May 1962. The following further instructions are issued in the matter.

(i) Under rule 1 of the rules relating to the ' Transfer of officers and servants of panchayat union councils ', a panchayat union council may permit any of its officers and servants, paid out of its own funds, to leave its service permanently and enter the service of any other panchayat union council, subject to the conditions specified therein. In such cases, there should be two separate orders—one from the panchayat union council whose service the officer or servant leaves permitting the officer or servant concerned to leave its service permanently; and the other from the panchayat union council concerned whose service the officer or servant enters permitting such officer or servant to enter its service.

(ii) Proposals for the transfer of officers and servants of panchayat union councils between one district and another shall be submitted for approval to the Additional Development Commissioner, Madras, who has been authorised under G.O. No. 1335, L.A., dated the 10th May 1961 to exercise such powers under section 60 (2) of the Madras Panchayats Act, 1958.

(iii) In G.O. No. 76, L.A., dated the 12th January 1960 Government have authorised Collectors to exercise the powers of transfer of officers and servants of panchayat union councils under section 60 (2) of the Madras Panchayats Act, 1958, in so far as transfers within the district are concerned. When orders in such cases are issued by Collectors the order should confine itself only to a posting to the union concerned and should not specify the particular place or institution in the union to which the officer or servant should be posted; it should be left to the panchayat union concerned to decide the place or institution in the union to which the officer or servant so transferred should be posted.

G.O. Ms. No. 1052, Rural Development and Local Administration, dated 1st May 1962.

SEMINARS—SEMINARS FOR OFFICIAL INSTRUCTORS AND PRESIDENTS OF TALUK ASSOCIATIONS OF PANCHAYATS FOR TRAINING PRESIDENTS AND VICE-PRESIDENTS OF PANCHAYATS—HOLDING OF—ORDERS—ISSUED.

The Government have had under examination the question of imparting intensive training in Panchayat Development for the Presidents and Vice-Presidents of Panchayats. There are about

12,500 Presidents and another 12,500 Vice-Presidents of Panchayats in this State. The Tamil Nad Panchayat Union has drawn up and forwarded to Government a scheme for the training of Presidents and Vice-Presidents of Panchayats in Panchayat Administration, in order to instil clearly in their minds their duties and responsibilities in the Panchayat Development Programme and to clarify their doubts, if any. The details of the scheme are given in the Annexure to this order. The salient features of the scheme are :—

(i) To provide intensive training in Panchayat Development Programme for all Presidents and Vice-Presidents in training camps to be organised for the purpose between March 1962 and May 1962.

(ii) To train the trainers who will impart the necessary training to the Presidents and Vice-Presidents in a series of four Seminars.

2. The Government accept in principle the scheme forwarded by the Tamil Nad Panchayat Union. Detailed orders in respect of the arrangements to be made for training the Presidents and Vice-Presidents of Panchayats will issue separately.

3. The Government direct that four Seminars be held for training the trainers in the Office of the Assistant Development Commissioner (Training), Government Estate, Mount Road, Madras-2. on the dates indicated as detailed below. The districts from which the Presidents of Taluk Associations should participate in each Seminar shall be as mentioned below :—

Group of Districts	*Tentative dates for the Seminar*
I Seminar, Salem, Coimbatore and the Nilgiris	4th to 7th December 1961.
II Seminar, Thanjavur and Tiruchirappalli	12th to 15th December 1961
III Seminar, Madurai. Ramanathapuram Tirunelveli and Kanyakumari	20th to 23rd December 1961
IV Seminer, Chingleput, North Arcot and South Arcot	27th to 30th December 1961.

The Special Officer (Training), Rural Development and Local Administration Department, will be in overall charge of the arrangements for the Seminars. Names of the official Instructors who will be participating in these Seminars will be communicated separately.

4. The Official Instructors who attend the Seminars will be eligible to draw travelling allowance under the Madras Travelling Allowance Rules, the expenditure being debited to their respective departments. The Presidents of Taluk Associations of Panchayats who attend the Seminars will be eligible for a single first-class railway fare for their to and fro journeys by rail and mileage at 25 nP. per mile for journeys performed by road. They will also be

eligible to draw daily allowance of Rs. 4 (rupees four only) per day for halts. Non-official members who reside within a radius of five miles from the place of Seminar will be allowed to draw actual expenses, not exceeding the amount of daily allowance admissible to them. The above rates will be regulated by the relevant provisions of the Madras Travelling Allowance Rules. The delegates will make their own arrangements for their boarding and lodging during their stay in Madras in connection with the Seminar. The Revenue Divisional Officer of the Division to which the non-official belongs will be the countersigning authority for the travelling allowance bills of the non-officials. The expenditure should be debited to "47. A. Community Development Projects, National Extension Service and Local Development Works—(a) Ordinary—(i) Community Development Projects—II Project/Block Headquarters—5. Other charges".

5. Sanction is accorded to an expenditure not exceeding Rs. 800 (Rupees eight hundred only) at the rate of Rs. 200 for each Seminar towards incidental expenses such as lighting, transport facilities, light refreshments, etc. The Assistant Development Commissioner (Training) is authorised to draw the amount in advance and to adjust it by detailed bills and vouchers soon after the Seminars. The expenditure should be debited to "47. A.—Community Development Projects, National Extension Service and Local Development Works—(a) Ordinary—(i) Community Development Projects—II. Project/Block Headquarters—5. Other charges".

6. The agenda and the programme for the Seminars will be sent separately.

ANNEXURE.

Scheme for the training of Presidents and Vice-Presidents of Panchayats in Panchayat administration.

1. *Preliminary.*—It has been recognised that the power of planning and execution should vest in the people and for this purpose the new Panchayat law has been enacted. The purpose of Panchayati Raj is to pass on the initiative from officials to the people and to make every individual and village self-sufficient in the matter of development activities. Resources for rural development are placed at the disposal of Panchayats and Presidents and Vice-Presidents have therefore to shoulder new responsibilities and to strive hard to enable rural areas to stand on their own legs and to acquire a sense of independence and initiative. For the success of Panchayati Raj, it is essential that there should be complete harmony between officials and non-officials. The Government of

Madras had organised during last year a series of four Panchayat Development Seminars which brought together both officials and non-officials and served as a good training ground for the inauguration of the Panchayat Unions.

2. *Need for giving training to Presidents and Vice-Presidents of Panchayats.*—By October 1963, there will be 375 Panchayat Unions in this State consisting of about 12,500 Panchayats. The Presidents of Panchayats are members ex-officio of Panchayat Unions. These Presidents as well as the Vice-Presidents will play a vital role in the implementation of the Community Development Programme which under the Madras Panchayats Act, 1958, is entrusted to the Panchayat Unions for execution. Intensive training in Panchayat administration is therefore necessary to the Presidents and Vice-Presidents of the Panchayats, in order to instil clearly in their minds their duties and responsibilities in the Panchayat Development Programme and to clarify their doubts, if any.

3. *Proposed scheme of training.*—(i) Special training camps of 3 to 5 days (actual duration to be decided later) may be conducted in all the Panchayat Unions exclusively for training the Presidents and Vice-Presidents of the Panchayats. The camps may be organised conveniently during the off season, namely, between March 1962 and May 1962. The Tamil Nad Panchayat Union will undertake the responsibility for conducting the training programme and the State Government may assist the Union by providing the necessary funds and staff. The trainers for these training camps will be the Presidents of Taluk Panchayat Associations numbering about 100 and 21 official Instructors in the grade of Divisional Panchayat Officers to be appointed by Government for this purpose for a period of three months. Besides the cost on account of the official Instructors, the State Government may have to sanction a lump-sum grant of Rs. 50 for each Panchayat Union to meet the incidental expenses connected with the organisation of the training camps and also the boarding and lodging charges for the Presidents and Vice-Presidents at an approximate cost of Rs. 5 per head per day.

(ii) The Divisional Panchayat Officers selected for the purpose as also the 100 Presidents of Taluk Association of Panchayats require special training for about a week, so that the training they will impart in turn to the Presidents and Vice-Presidents may be uniform and useful. Details regarding the training programme for the Presidents and Vice-Presidents have also to be worked out. For this purpose, it is suggested that a series of four Seminars may be held in Madras in a suitable place in which the 21 Instructors and the 100 Presidents of Taluk Unions may be required to

participate. The district from which the Presidents of Taluk Association may participate in each Seminar may be grouped as mentioned below :—

	Group of districts.
I Seminar	Salem, Coimbatore and the Nilgiris.
II Seminar	Thanjavur and Tiruchirappalli,
III Seminar	Madurai, Ramanathapuram, Tirunelveli and Kanyakumari.
IV Seminar	Chingleput, North Arcot and South Arcot.

It is suggested that the Presidents of Taluk Associations who attend the Seminars may be allowed a single first-class railway fare for their to and fro journeys by rail and mileage at 25 nP. per mile for journeys performed by road. They may also be allowed to draw daily allowance of Rs. 4 per day for halts. Non-official members who reside within a radius of five miles from the place of the Seminar may be allowed to draw actual expenses, not exceeding the amount of daily allowance admissible to them. The above rates may be regulated by the relevant provisions of the Madras Travelling Allowance Rules. The delegates will be required to make their own arrangements for their boarding and lodging during their stay in Madras in connection with the Seminar. A sum of Rs. 200 may also be sanctioned towards incidental expenses such as lighting, transport facilities, light refreshment, etc., for *each* of the four Seminars. The cost on account of the four Seminars is estimated as Rs. 7,800 as detailed below :—

For one Seminar :

	Rs.
Travelling Allowance for 35 participants 35 × Rs. 50 (approximate)	1,750
Incidental expenses	200
	1,950

For 4 Seminars 4 × 1,950=7,800.

G.O. Ms. No. 2876, Rural Development and Local Administration, dated the 30th October 1961.

TRAINING—TRAINING OF PRESIDENTS AND VICE-PRESIDENTS OF PANCHAYATS—POST OF SPECIAL DIVISIONAL PANCHAYAT OFFICERS (TRAINING)—SANCTIONED—INSTRUCTIONS FOR CONDUCT OF TRAINING CAMPS—ISSUED.

In the G.O. Ms. No. 2876, Rural Development and Local Administration, dated the 30th October 1961, the Government accepted in principle the scheme forwarded by the Tamil Nad Panchayat Union to provide intensive training in Panchayat Development for all Presidents and Vice-Presidents of Panchayats.

According to the scheme special training camps of three days duration are to be conducted in all the Panchayat Unions for training the Presidents and Vice-Presidents of Village Panchayats. The Tamil Nad Panchayat Union will undertake the responability for conducting the training programme. The trainers for the training camps will be the Presidents of Taluk Associations and 21 Official Instructors in the grade of Divisional Panchayat Officers to be appointed by Government for this purpose for a period of three months.

2. Four Seminars were conducted at Madras during December 1961 for training both the Official and Non-Official Instructors. The Government consider that it is sufficient if eleven Official Instructors in the grade of Divisional Panchayat Officers at the rate of one for each revenue district (excluding Madras and Kanyakumari districts) are appointed as against 21 Official Instructors originally contemplated and that the duration of the scheme may be extended beyond three months in districts, where it is considered necessary on account of large number of Presidents and Vice-Presidents to be trained.

3. Sanction is accorded to the creation of the following posts for a period of *three months* in the first instance from 1st April 1962 to 30th June 1962 :—

Eleven posts of Divisional Panchayat Officers at the rate of one for each district except Madras and Kanyakumari districts—On Rs. 250—15—400 with usual allowances.

Eleven posts of peons (at the rate of one per each Divisional Panchayat Officer)—On Rs. 50—1—60 with usual allowances.

4. The Divisional Panchayat Officers will be designated as " Special Divisional Panchayat Officers (Training) " and they will have their office attached to the Office of the Personal Assistant (Planning and Development) in the Collectorate. The Special Divisional Panchayat Officers (Training) will be entitled to draw Class I Special pay of Rs. 50 per mensem in addition to pay. They will also be entitled to draw travelling allowance under the Madras Travelling Allowance Rules. The Personal Assistant (Planning and Development) will be the Controlling Authority as well as the countersigning authority in respect of their travelling allowance claims. The Collectors concerned are requested to spare necessary office accommodation and furniture to the Special Divisional Panchayat Officers (Training). They are also requested to arrange for the supply of stationary articles by placing a special indent direct with the Controller of Stationery and Printing, Madras. The Controller of Stationery and Printing is requested to honour the special indents for stationery forwarded by the Collectors in this regard.

5. The following instructions are issued for the organisation of the training camps :—

(i) *Selection of camp site.*—The Special Divisional Panchayat Officers (Training) should select the camp site for *each Panchayat Union* well in advance, in consultation with the Panchayat Union Commissioner and the Presidents of Taluk Associations. The camp may be held at the block headquarters, if adequate facilities are available there or in the alternative at the Taluk Headquarters. Care should be taken to see that sufficient accommodation for conducting the course and lodging the participants are available as also adequate safe drinking water supply and other facilities required for the camp.

(ii) *Number of camps and number of participants.*—The programme is for training all the Presidents and Vice-Presidents of the *Village Panchayats.* Not less than *one* camp should be conducted for each Panchayat Union. Where the number of Panchayats exceed 25, two or more camps may be conducted so that for each camp the number of participants may not exceed about 50. The intention is that separate camps should be conducted for *each Panchayat Union* and that Presidents and Vice-Presidents in a particular Panchayat Union should not be asked to attend camp organised for Presidents and Vice-Presidents of another Panchayat Union. The total number to be trained in each camp in each Panchayat Union has therefore to be determined by the Special Divisional Panchayat Officer (Training) in advance and a well-thought out plan for organising the required number of camps should be made.

(iii) *Duration of the camp.*—The camps should be conducted for a period of *three* full days *excluding* the days of arrival and departure. The Special Divisional Panchayat Officer (Training) should draw up a phased programme for the conduct of the camps so that all Panchayat Unions are covered as early as possible.

(iv) *Accommodation.*—Accommodation for lodging fifty persons will be necessary in the place where the camp is to be conducted. The Chairmen, Panchayat Union Councils, are requested to place the school buildings or any other suitable available buildings for this purpose and also place at the disposal of the Special Divisional Panchayat Officer (Training) the necessary furniture required for conducting the camp. Arrangement should also be made for supply of drinking water in pots and glasses to the campers where they lodge. Adequate lighting arrangements should be made. Temporary latrines and urinals should be provided. The Commissioners of Panchayat Union Councils and the Extension Officers (Panchayats) concerned will be responsible for making all these arrangements, in consultation with the Special Divisional Panchayat Officers (Training).

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(v) *Mess.*—Meals to suit the needs of the participants and light refreshments should be arranged. This can be arranged either by provision of special cooks for the purpose or in the local hotels where available. A sum of Rs. 5 per individual per day has been provided in the scheme to meet the boarding and lodging charges of the Presidents and Vice-Presidents. Sanction is accorded to an expenditure not exceeding Rs. 3,75,000 towards these charges. The Special Divisional Panchayat Officers (Training) are authorised to draw against this sanction the necessary amount *in advance* in this regard at the rate of Rs. 5 *per head per day*, for each participant and to adjust the amount later on by detailed bills and vouchers, soon after each camp. The Special Divisional Panchayat Officer (Training) should also ensure that this rate is on no account exceeded and that any expenditure, if incurred in excess of this limit, should be borne by the participants themselves.

(vi) *Travelling allowance for participants.*—The Presidents and Vice-Presidents of Panchayats will be entitled to draw travelling allowance as admissible to them for their journeys to the venue of the training camps and back from the *funds of the respective Panchayats.* They will *not* be entitled to any daily allowance as they will be provided with free board and lodging facilities.

(vii) *Incidental expenses.*—Sanction is accorded to the payment of a lump-sum grant of Rs. 50 (Rupees fifty only) to *each* Panchayat Union to cover incidental expenses connected with the organisation of the training camps, irrespective of the number of camps to be conducted in each union. The actual expenditure incurred by the non-official Instructors, namely, Presidents of Taluk Associations towards their to and fro travel to the camp site and their boarding expenses may also be met from this provision. The Special Divisional Panchayat Officers (Training) are authorised to draw this amount in advance in respect of each Panchayat Union and to adjust it by detailed bills and vouchers soon after each camp.

(viii) *Syllabus and Notes.*—A detailed syllabus, Notes, etc., to be adopted in the training camps will be sent separately. The Special Divisional Panchayat Officers (Training) should ensure that the syllabus is completed within the three days allotted.

(ix) *Programme.*—There will be two sessions on each day as follows :—

Morning session—8-30 a.m. to 12-30 p.m.

Afternoon session—2-00 p.m. to 5-30 p.m.

Time need not be spent in inaugural and valedictory functions, cultural entertainments, etc. The Panchayat Union Commissioners may however take the participants on a study visit to some of the important projects or schemes in their blocks after the afternoon sessions.

(x) *Participation of Gramasevaks and Extension Officers (Panchayats).*—All Gramasevaks and Extension Officers for Panchayats should participate fully in at least one camp to be conducted in that block. The Panchayat Union Commissioners should ensure that this is done.

(xi) The Special Officer (Training) will be in overall supervision of this training programme. He is permitted to tour the Districts for this purpose and to render on the spot guidance and assistance to the Special Divisional Panchayat Officers (Training).

(xii) The Special Divisional Panchayat Officers (Training) should send a progress report at the end of each month in respect of the camps conducted to the Special Officer (Training) *by name* so as to reach him by the 10th of the succeeding month. The report should contain the following particulars :—

(*a*) Name of the district.

(*b*) Number of Panchayat Unions.

(*c*) Total number of Presidents to be trained.

(*d*) Total number of Vice-Presidents to be trained.

(*e*) Details of camps conducted during the month.—

(1)	(2)	(3)
Name of blocks where camps conducted.	Number of camps conducted.	Number of Presidents and Vice-Presidents trained in each camp during the month.

(*f*) Special remarks, if any.

The first report should be for the month of *April* 1962 and should reach the Special Officer (Training) by 10th May 1962.

6. The expenditure on account of the posts sanctioned in paragraph 3 above should be debited to " 25. General Administration—j. Civil Secretariats—O. Inspector of Municipal Councils and Local Boards—2. Pay of establishments and 3 Allowances ". The expenditure on account of the boarding and lodging charges referred to in paragraph 5 (v) and the incidental expenses referred to in paragraph 5 (vii) should be debited to " 25. General Administration—J. Civil Secretariats—O. Inspector of Municipal Councils and Local Boards —Other charges ". The Inspector of Municipal Councils and Local Boards is requested to take steps to provide necessary funds in the final Budget Estimate for 1962-63.

7. The expenditure is on a " New Service." Pending approval by the Legislature, funds will be provided by an advance from the contingency fund, orders regarding which will be issued from the Finance (B.G.) Department. The Inspector of Municipal Councils and Local Boards is requested to report to the Finance Department the probable expenditure likely to be incurred on the scheme for the period up to 31st July 1962.

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8. The receipt of this order should be acknowledged by the Collectors and the Inspector of Municipal Councils and Local Boards.

(G.O. Ms, No. 717, Rural Development and Local Administration, dated 24th March 1962.)

PUBLIC SERVICES—BLOCK DEVELOPMENT OFFICERS-*CUM*-PANCHAYAT UNION COMMISSIONERS —PERSONAL FILES—WRITING, SCRUTINY AND MAINTENANCE—INSTRUCTIONS ISSUED.

The Government have examined the question of writing, scrutinising and maintaining the personal files of the Block Development Officers-*cum*-Panchayat Union Commissioners. In supersession of all the previous orders on the subject, the Government direct that the following procedure be adopted regarding the writing, scrutiny and maintenance of the personal files of the Block Development Officers-*cum*-Panchayat Union Commissioners :—

(1) The confidential reports should be written annually for the period ending 31st December.

(2) The Revenue Divisional Officers concerned should draw the confidential reports on Block Development Officers-*cum*-Panchayat Union Commissioners and send them to the Additional Development Commissioner through the Chairman of the Panchayat Union Council and the Collector of the district concerned.

(3) The District Heads of Departments like the District Agricultural Officers, the District Veterinary Officers, the Deputy Registrars of Co-operative Societies, etc., may report separately to the Collector of the district on the work and conduct of the Block Development Officers-*cum*-Panchayat Union Commissioners, if necessary.

(4) The Collector should forward the confidential reports received from the Chairmen to the Additional Development Commissioner. While forwarding the reports he can add his own remarks after taking into consideration of the reports received from the district heads referred to in item (3) above, if he considers necessary.

(5) It is enough if a single copy of confidential report is sent to the Additional Development Commissioner. No duplicate file need be maintained either by the Revenue Divisional Officers or the Collectors or the Chairmen.

(6) The main personal files of the Block Development Officers-*cum*-Panchayat Union Commissioners will be maintained by the Additional Development Commissioner.

(7) The Additional Development Commissioner will be the scrutinising authority of the confidential reports and he will communicate adverse remarks, if any, to the Block Development Officers-*cum*-Panchayat Union Commissioners and obtain their acknowledgments and add them to the personal files.

(G.O. Ms. No. 3040, Local Administration, dated 13th November 1961.)

ACCOUNTS—LOCAL BOARDS AND MUNICIPAL COUNCILS—PURCHASE AND INSTALLATION OF PORTRAITS OF NATIONAL LEADERS, ETC.—REVISED ORDERS—ISSUED.

The following orders are issued regarding the purchase and installation of the portraits of National leaders by local bodies in their premises, in supersession of all previous orders on the subject.

District Boards, Panchayats and Municipal Councils including the Corporation of Madras are permitted to incur from their funds expenditure on the purchase and installation in their premises of the portraits of Mahatma Gandhi and the President of the Indian Republic and of no others. Such expenditure may be incurred up to a limit of Rs. 50 (Rupees fifty only) per portrait without higher sanction. The local bodies should purchase only printed copies of the portraits if they are intended for their schools and institutions other than their main office buildings.

2. The services of eminent chairman, presidents and members of local bodies may be commemorated by the installation of their portraits in the premises of the respective local bodies, if the cost is met from private funds.

3. Government will permit the installation of the portraits of other Indian National Leaders in the premises of local bodies, if the entire expenditure is met from private funds. Local Bodies should propose the installation of such portraits only after obtaining the consent of the leader concerned.

4. The Inspector of Municipal Councils and Local Boards is requested to bring the order to the notice of all panchayats.

(G.O. No. 17, Local Administration, dated 3rd January 1953.)

ADVANCE—FIRST BATCH PANCHAYAT UNIONS—Rs. 10,000 EACH—PAYMENT—REGARDING.

The attention of all the District Collectors except Madras and Kanyakumari is invited to G.O. Ms. No. 1566, L.A., dated 21st September 1960, wherein a sum of Rs. 10,000 had been sanctioned

for each of the panchayat union councils inaugurated on 2nd October 1960 and they are informed that the amounts should be treated as repayable advance and not as grants-in-aid as some of the panchayat union councils have shown in their part-year budget for 1960–61. Further instructions in this regard will be issued in due course. The collectors are requested to inform the panchayat union councils accordingly.

(Memorandum No. 31594A/ R.D./Acts-C/61-1, dated 21st February 1961.)

PANCHAYAT UNION—PROVIDENT FUND ACCOUNTS OF THE STAFF—MAINTENANCE—REGARDING.

The Collector of Tirunelveli is informed that no separate rules for the maintenance of Provident Fund accounts by panchayat unions have been issued and as such the Commissioners of the panchayat unions are to follow the procedure prescribed for the working of the Provident Fund accounts maintained by the District Boards as contemplated in section 197 of the Madras Panchayat Act, 1958. No fresh orders of Government are therefore necessary for opening of the Post Office Savings Bank account and for the investment of the Provident Fund amounts which are governed by the rules for the working of the Provident Fund Accounts maintained by the District Boards.

(Memorandum No. 212054/RD. Acts-C/60-4, dated 18th March 1961.)

PANCHAYAT AND PANCHAYAT UNION COUNCIL IN KANYAKUMARI DISTRICT AND SHENCOTTAH IN TIRUNELVELI DISTRICT—MAINTENANCE OF ACCOUNTS.

Instructions have been issued in G.O. No. 1501, L.A., dated 7th September 1960 regarding the maintenance of accounts of the Panchayat Unions. In accordance with paragraphs (6) and (7) of the Manual of Instructions the Government direct that in respect of the Panchayat Union Councils which come in existence on 1st April 1962 in Kanyakumari district and the Shencottah Panchayats Union Council in Tirunelveli district, Local Fund Deposit Account shall be opened in the Sub-Treasury of the Taluk in which the Panchayat Union is situated in the name of Panchayat Union Commissioner. This Deposit Account shall be opened with effect from 2nd April 1962 and it shall be designated as the 'Deposit Account No. I of the Panchayat Union'.

2. The Treasury Officer, Kanyakumari and Tirunelveli districts are requested to issue necessary instructions to the Sub-Treasury Officers concerned to open the above account to

every Panchayat union with effect from 2nd April 1962 and also for the supply of cheque books to the Panchayat Union Commissioners concerned. The operation of this account shall be governed by the provisions contained in Part III of the Madras Treasury Code, Volume I.

3. All the Panchayats in Kanyakumari district and in Shencottah in Tirunelveli district are classified as town Panchayats and therefore the system of Village Panchayat Consolidated Fund introduced in G.O. Ms. No. 1428, L.A., dated 14th August 1960 will not be applicable to these Panchayat Unions. The need for opening the Local Fund Deposit Account No. II for these Panchayat Unions will not arise.

(Memorandum No. 52396/R.D. Acts-E/62-1, dated 28th March 1962.)

ACCOUNTS—MUNICIPAL COUNCILS—PANCHAYAT UNIONS AND PANCHAYATS—EXPENDITURE ON PRESENTATION OF ADDRESS TO MINISTERS OF MADRAS STATE—INSTRUCTIONS—ISSUED.

In supressession of the orders in G.O. Ms. No. 969, L.A., dated the 17th May 1948, the Government permit Municipal Councils, Panchayat Union Councils and Panchayats to incur expenditure towards presentation of welcome address to the Ministers of the Madras State to the extent of printing and presenting address, printing necessary invitation and distributing them, incurring postage and such other ordinary charges connected therewith up to the maximum limit specified below :—

	RS.
Municipal Councils	50
Panchayat Union Councils	50
Panchayats	20

2. No expenditure should, however, be incurred on entertainments or on the purchase of caskets for the presentation of the addresses. The function should be as simple as possible and all unncesesary expenditure and show should be avoided.

3. The Collectors are requested to bring this order to the notice of all panchayats in their respective districts.

(G.O. Ms. No. 1384, L.A., dated 17th May 1961.)

ACCOUNTS—MUNICIPAL COUNCILS—PANCHAYAT UNIONS AND PANCHAYATS—EXPENDITURE ON PRESENTATION OF ADDRESS TO MINISTERS—APPLICABILITY OF THE ORDERS TO MINISTERS OF THE INDIAN UNION—G.O. Ms. No. 1384, L.A., DATED 17TH MAY 1961—MODIFIED.

In modification of the orders in G.O. Ms. No. 1384, L.A., dated 17th May 1961, the Government direct that sanction to incur expenditure on the presentation of welcome addresses to the Ministers of the Madras State by local bodies accorded therein, shall apply to the addresses presented to the Ministers of the Indian Union also.

2. The Collectors are requested to bring this order to the notice of all panchayats in their respective districts.

(Memorandum No. 138884-F1/61-2, dated 29th December 1961.)

PANCHAYAT UNION COUNCILS—MINOR IRRIGATION OVERSEERS TRANSFERRED FROM THE REVENUE DEPARTMENT TO THE CONTROL OF CHIEF ENGINEER, HIGHWAYS DEPARTMENT AND PANCHAYAT OVERSEERS TRANSFERRED FROM THE CONTROL OF INSPECTOR OF MUNICIPAL COUNCILS AND LOCAL BOARDS TO THE CHIEF ENGINEERS (HIGHWAYS) UNDER THE REORGANISATION PROGRAMME TO SUIT THE FUTURE PATTERN OF THE PANCHAYAT ADMINISTRATION TO BE PLACED UNDER THE CONTROL OF THE BLOCK DEVELOPMENT OFFICERS FOR DRAWAL OF PAY AND ALLOWANCES—ORDERS—ISSUED.

In the Government Order Ms. No. 851, L A., dated 9th May 1960 the Government have ordered that the engineering staff employed on Community Development Works as well as the staff employed on Minor Irrigation, Rural Water-Supply (Comprehensive) and National Water-Supply and Sanitation (Rural) Schemes and the Panchayat Engineering staff should be integrated with the staff of the Highways Department and that the Department should be re-organised into a new Department known as 'Highways and Rural Works Department' under the control of the Chief Engineer (Highways and Rural Works). Accordingly orders have been issued in Government Orders G.O. Ms. No. 855, Public Works, dated 28th March 1961, G.O. Ms. No. 779, Education and Public Health, dated 29th March 1961 for abolishing all posts of Minor Irrigation staff in the Revenue Department the personnel borne on

the above posts being abscorbed in the new Highways and Rural Works Department with effect on and from 1st April 1961 against the corresponding number of the new posts created.

2. In the Government Order G.O. Ms. No. 841, R.D. & L.A., dated 21st March 1961 orders have been issued, placing the services of the Extension staff of the Community Department Programme at the disposal of the Panchayat Unions free of cost and authorising the Commissioners of the Panchayat Unions to draw and disburse their pay and allowances of Extension Supervisor and debiting the expenditure to State Funds.

3. The Government after careful consideration have decided that the ex-Minor Irrigation Overseers and ex-Panchayat Overseers who have been absorbed in the Highways and Rural Works Department in accordance with G.O. Ms. No. 855, Public Works, dated 28th March 1961 and who have to attend to works of Panchayats and panchayat union councils in the Panchayat Unions should be treated as Extension staff and that they should be under the immediate administrative control of the Panchayat Union Commissioners. Their pay and allowances including Travelling Allowance will be drawn and disbursed by the Panchayat Union Commissioners just like the pay and allowances of the other extension staff with reference to the orders issued in G.O. Ms. No. 841, R.D. and L.A., dated 21st March 1961.

4. The expenditure on pay and allowances for these posts has to be degited to "47-A. Community Development Project. National Extension Service and Local Development Works—(a) Ordinary—(i) Community Development Project—II. Project/Block Headquarters—(2) Pay of Establishment and (3) Allowances".

(G.O. Ms. No. 1607 Rural Development and Local Administration, dated 9th June 1961.)

PANCHAYAT UNION—VILLAGE PANCHAYAT CONSOLIDATED FUND—MAXIMUM MONEY LIMIT OF R7. 3,000 IN LOCAL FUND DEPOSIT ACCOUNT II—RELAXATION.

The Collector of Coimbatore is informed that the idea behind the instructions prescribing the ceiling for the cash balance in the cash chest is that at the end of the day, it should not exceed Rs. 3,000 in normal circumstances. This will not mean that there cannot be transactions for more than Rs. 3,000 in one day.

(Memorandum No. 83590/R.D. (Accts.) E/61-2, dated 24th July 1961:)

PANCHAYATS AND PANCHAYAT UNIONS—CONSTITUTION OF VILLAGE PANCHAYATS CONSOLIDATED FUNDS—ISSUE OF PAY ORDERS TO THIRD PARTY —INSTRUCTIONS—REGARDING.

The Commissioner, Panchayat Union Council Gudalur is informed that the instructions issued in G.O. No. 1398, R.D. and L.A., dated 18th May 1961 were necessitated by the circumstances wherein the third parties to whom pay orders were issued by the Presidents of the Village Panchayats may not be able to present and encash the pay-orders in person in the Panchayat Union offices and the pay-order is not negotiable. In the case of Local Fund Deposit Account No. I, the banker or disbursing officer for this account is the treasury officer and not the Panchayat Union Commissioner as in the case of disbursements from the Local Fund Deposit Account No. II. The instructions isued in G.O. No. 1398, L.A., dated 18th May 1961 will not therefore be applicable to the issue of cheques drawn from Local Fund Deposit Account No. I.

(Memorandum No. 110694/R.D. (Accts. E)/61-2, dated 7th August 1961.)

ACCOUNTS—PANCHAYAT UNIONS—PROCEDURE FOR FINANCIAL ASSISTANCE—ORDERS—ISSUED.

In G.O. Ms. No. 588, Rural Deevlopment and Local Administration, dated the 22nd March 1961, the time schedule has been prescribed for the entrustment to the Panchayat Unions of the National Extension Service Scheme of Community Development; while in G.O. Ms. No. 838, Rural Development and Local Administration, dated 21st March 1961 the terms of entrustment have been set out. Under these orders, the Government have entrusted the implementation of midified and enlarged programme of Community Development to the first batch of Panchayat Unions with effect from 1st April 1961. In respect of the second and the third batches of Unions 1st July 1961 and 1st January 1962 have been fixed as dates for entrustment of these functions.

2. Under section 11 (3) of the Madras Panchayats Act, 1958, every Panchayat Union Council shall be a body comporate; shall have perpetual succession and a common seal; and, subject to any restriction or qualification imposed by or under the Act or any other law, shall be vested with the capacity of suing or being sued in its corporate name, of acquiring, holding and transferring property, movable or immovable of entering into contracts, and of doing all things necessary, proper or expedient for the purposes for which it is constituted. The funds of the Panchayat Union are kept separate in a Deposit Account in the treasury and instructions regarding the maintenance of this Deposit Account were issued in

Memorandum No. 54373/L2/61-3, dated 23rd March 1961. Further detailed instruction on the procedure to be followed by the Panchayat Union Commissioner in regard to financing of various items of expenditure relating to the Community Development Programme and the extent of his powers to operate on the treasury as a drawing and disbursing officer were issued in G.O. Ms. No. 841, R.D.L.A. dated 21st March 1961.

3. G.O. Ms. No. 211, Rural Development and Local Administration, dated 25th January 1961, details the Panchayat Development Schematic Budget and indicates the nature and extent of statutory, non-statutory and development grants to be given to Panchayat Unions. The Government consider that it is essential to ensure that the ways and means position of the Panchayat Unions will enable them to finance the expenditure on their developmental and other activities. For this purpose, it is necessary to release the assigned revenues and the statutory and non-statutory grants payable to them in convenient and periodical intervals.

4. The main sources of assigned revenues and Government grants (Statutory and non-statutory) due to Panchayat Unions are as shown below :—

I. *Assigned Revenues*—

(1) Local cess.

(2) Local cess surcharge.

II. *Government Grants (Statutory)*—

(3) Land Revenue Assignment.

(4) Local Roads Grant.

(5) Local cess Surcharge Matching Grants.

III. *Government Grants (Non-statutory)*—

(7) Supplementary Education Grants.

(8) School Meals Grant.

(9) Village works Grant.

(10) Local Irrigation Grant.

(11) Agriculture Grant.

(12) Social Education Grant.

(13) Women and Children Welfare Grant.

5. The following orders are issued regarding the procedure for financial assistance to be given to the Panchayat Unions.

6. Orders have been isued in G.O. Ms. No. 1499, Local Administration, dated 7th Septemer 1960 for giving effect t othe provisions of section 115 of the Madras Panchayats Act, 1958, for the collection of the consolidated local of 45 naye Paise in the rupee of

land revenue with effect from fasli 1371, i.e., 1st July 1961. In G.O. Ms. No. 1615, Local Administration, dated 1st October 1960, it has been ordered that the amounts of local cess payable to panchayat unions should be adjusted in monthly instalments.

7. As regards the Local Roads Grant and the Land Revenue Assignment, orders have been issued in G.O. Ms. No. 1595, Local administration, dated 24th September 1960, G.O. Ms. No. 2075, Education, dated 27th September 1960, G.O. Ms. No. 668, Education, dated 27th March 1961 and G.O. Ms. No. 1588, Education, dated 23rd June 1961, authorising the payment of the amounts in half-yearly and monthly instalments respectively.

8. In regard to Local Education Grant and Supplementary Education Grant and School Meals Grant also orders have been issued regarding the method of payment of these grants.

9. Following the principles laid down for the collection and adjustment to Panchayat Union funds of Local Cess, the Government have decided and accordingly direct that the Panchayat Unions shall be paid in advance of collection of local cess surcharge levied by them. Such advance payments will be made with reference to the resolutions of the Panchayat Union Councils concerned, deciding to levy the Local Cess Surcharge and the notification in the District Gazette for such levy. The Local Cess Surcharge is collectable along with the kist and the local cess during the kistabandi. At the end of the fasli after the Jamabandi is over, orders will be issued by the officers of Revenue Deparment for the final adjustment of the Local Cess Surcharge.

10. As regards the Local Cess Surcharge Matching Grant, the Government direct that advance payments may be made to panchayat unions as in the case of Local Cess Surcharge, but that the amount due be adjusted in four fuarterly instalments in April, July, October and December. The final adjustment of the amounts due shall be made every year in July after the fasli year to which it relates and the Jamabandi are over.

11. All the other grants payable by Government for developmental purposes or for maintenance of Irrigation sources will be limited to the expenditure incurred for the specified work by the Panchayat Union. The Government, therefore, direct that all grants payable in respect of specific schemes shall be released as *post-execution* grant whether the grant is a percentage grant on the expenditure incurred or a full grant.

At the end of every month, the Panchayat Union shall furnish to the Revenue Divisional Officers concerned extracts of expenditure incurred on various schemes for which grants are due from the

State Government. The Revenue Divisional Officer shall sanction the grants by debit to the relevant heads of State Accounts. Detailed orders regarding the Accounting procedure will issue separately.

In March, such reimbursement shall be claimed on the basis of expenditure incurred up to 20th of March. The balance of reimbursement shall be claimed in April.

During the quarterly audit, the eligibility for the grants claimed and reimbursed shall be verified.

(G.O. Ms. No. 2228, Rural Development and Local Administration, dated 9th August 1961).

PANCHAYATS—ACCEPTANCE OF MONTHLY BALANCE IN VILLAGE PANCHAYATS CONSOLIDATED FUND—REVISION OF PROCEDURE—MAINTENANCE OF PASS BOOKS—ORDERED.

Under instruction 11 of the Memorandum of instructions for the maintenance of the "Village Panchayats Consolidate Fund", appended to the G.O. Ms. No. 1428, L.A., dated 24th August 1960, it have been laid down that the Accountant of the Panchayat Union should prepare for each Village Panchayat a monthly statement of deposits and withdrawal in Village Panchayats Consolidate Form No. 10 in triplicate from the ledger and submit it to the Commissioner for his signature. The Statements should be sent to the Executive Authorities of the Village Panchayats concerned on or before 10th of the month following, one copy thereof will be retained in the Village Panchayat office and the two copies returned to the Panchayat Union on or before the 20th of the month following with the certificate of acceptance of the balance amount.

2. It has been represented that the practice of sending the monthly balance sheet of the transactions in the Panchayat Union Consolidated Fund to the Executive Authorities of Village Panchayats and obtaining their acceptance is not a satisfactory arrangement and that. instead, pass-books might be supplied to the Executive Authorities.

3. The Government accept he suggestion and accordingly direct that pass-books should be maintained as was done previously in addition to sending the statement prescribed in instruction 11 of the Memorandum of Instructions for the maintenance of the Village Panchayats Consolidated Fund appended to G.O. Ms. No. 1428, L.A., dated the 24th August 1960.

4. The Controller of Stationery and Printing, Madras is requested to arrange for the printing and supply of the required number of pass books on receipt of consolidated indents from the commissioners of panchayat unions in respect of the Village Panchayats comprised in their respective union.

(G.O. Ms. No. 2257, Rural Development and Local Administration, dated 16th August 1961).

PANCHAYAT UNIONS—VILLAGE PANCHAYATS CONSOLIDATED FUND—CASH CHEST KEPT BY THE PANCHAYAT UNIONS—INSPECTION AND SURPRISE CHECK—ORDERS—ISSUED.

The Examiner of Local Fund Accounts, Madras, has brought to the notice of the Government that, as the cash chests maintained by the panchayat unions are similar to the sub-treasuries of Government, which are subject to surprise check by Collectors, Treasury Deputy Collectors, or Revenue Divisional Officers, with reference to S.R. 12 under T.R. (5) the cash balances kept in the chests maintained by the panchayat unions will require to be checked by surprise. He has in this connection, expressed the presumption that the Collectors and Revenue Divisional Officers will arrange for surprise check of cash balance in the cash chests maintained in the panchayat unions also.

2. The Government have carefully considered the matter and agree with the Examiner, that the principle of surprise check should be applied to the cash chests maintained by the panchayat unions under the 'Village Panchayats Consolidated Fund'. They accordingly, direct that the Revenue Divisional Officers concerned should carry out the surprise check of the cash balances in the cash chests maintained by the panchayat unions, under the Village Panchayats Consolidated Fund, periodically, and also during their inspections of the panchayat union councils, prescribed in the Government Order No. Ms. 1588. R.D. L.A., dated 5th June 1961.

(G.O. Ms. No. 2261, Rural Development and Local Administration, dated 16th August 1961.)

LOCAL CESS SURCHARGE—LOCAL CESS SURCHARGE MATCHING GRANT—SANCTION OF ADVANCE PAYMENTS.

Under section 129 of the Madras Panchayats Act, 1958, it has been laid down that Government shall pay every year to the panchayat union council a "Local Cess Surcharge Matching Grant" which shall be calculated at such percentage as may be

prescribed of the proceeds of the Local Cess Surcharge levied in the Panchayat Development Block under section 116 of the Madras Panchayats Act. Based on the above statutory provision instructions have been issued in paragraph 19 of the Annexure to the G.O. Ms. No. 664, Rural Development and Local Administration (Rural Development), dated 16th August 1960 and again in paragraph 29 of the G.O. Ms. No. 211(Rural Development and Local Administration Rural Development, dated 25th January 1961 for taking credit under this item while framing the Panchayat Development Schematic Budget.

2. In Government Memorandum No. 65783/Accts-C/61-1, dated 20th May 1961, the inescapability of the Local Cess Surcharge has been brought to the attention of all the panchayat union councils.

3. In paragraphs 9 and 10 of the Government Order Ms. No. 2228, R.D. and L.A., dated 9th August 1961 the Government have directed that advance payments of Local Cess Surcharge may be made to the panchayat union as in the case of Local Cess and the Local Cess Surcharge Matching Grant due in to be adjusted in four quarterly instalments in April, July, October and December of each year. The final adjustments of the amounts due shall be made every year in July after the fasli year to which it relates and Jamabandi are over. The Collectors are requested to make payments accordingly.

4. The expenditure on advance payments of Local Cess Surcharge due to a union will be debited to " VII. Land Revenue—Ordinary revenue—Deduct payments to Local Boards of land and other cesses collected on their behalf—Payments on account of Local Cess Surcharge ". The expenditure on advance payments of Local Cess Surcharge Matching Grant is debitable to " 57. Miscellaneous—(*f*) Grants-in-aid—X. Local Cess Surcharge Matching Grants to Panchayat Unions."

5. The attention of the District Collectors is also in this connection, invited to the orders issued in G.O. Ms. No. 613, Rural Development and Local Administration, dated 3rd March 1961.

6. The Collectors except Madras and Kanyakumari are also requested to send urgently before 1st September 1961 the estimated requirement of funds both under Revised Estimates 1961–62 and Budget Estimates 1962–63 for making payments under Local Cess Surcharge Matching Grants.

(Memorandum No. 149375/Accts—C/61-2 R.D. & L.A., dated 7th August 1961.)

PANCHAYAT UNION—COIMBATORE DISTRICT—OFFICE EXPENSES—DEBIT OF EXPENDITURE—REGARDING.

The Collector of Coimbatore has requested instructions as to which head of account the following items of expenditure should be debited :—

(i) Pay and allowances of watchman.
(ii) Godown rent for Gramasevaks.
(iii) Rent for office building and Agricultural Depot.
(iv) Postage stamps.
(v) Stationery articles.
(vi) Contingent charges such as freight charges.

2. The following instructions are issued :—

Item (i) in paragraph 1 *above*.—Normally the expenditure should be met from Panchayat Union Funds as it is outside the staffing pattern of the Development Block. However, if pay of the watchman is being paid from the contingencies prior to the formation of panchayat unions the pay of watchman may continue to be debited to " 47-A. Community Development Projects, etc " till the dates specified in G.O. Ms. No. 943, Rural Development and Local Administration, dated 29th March 1961. Attention is invited to the instructions issued in Memo andum No. 29300/T2/61, dated 29th March 1961.

Item (ii) in paragraph 1 *above*.—The expenditure should be met from the provision under " 47-A. Community Development Projects. etc. "—*vide* instructions issued in Government Memorandum No. 78521/P2/61-2, dated 9th May 1961.

Item (iii) in paragraph 1 *above*.—The expenditure should be met from the provision under " 47-A. Community Development Project, National Extension Service and Local Development Works—(*b*) Development Schemes—Schemes included in the Third Five-Year Plan—I. Block Headquarters " so far as it relates to office building and to " 40. Agriculture in respect of the Agricultural Depot.

Item (iv) in paragraph 1 *above*.—Instructions have been issued in Government Memorandum No. 185366/L2/60-2, dated 7th December 1960.

Items (v) and (vi) in paragraph 1 *above*.—The entire expenditure will have to be borne by the panchayat union except in respect of freight charges, etc., for the Agricultural Depot material.

(Memorandum No. 92055/R.D. Accts—C/61-5, dated 22nd August 1961.)

PANCHAYATS AND PANCHAYAT UNIONS—SUPPLY OF CHEQUE BOOKS, PASS BOOKS AND PAY ORDER BOOKS—ANNUAL PRINTING AND SUPPLY OF.

In G.O. Ms. No. 1220, Rural Development and Local Administration, dated 24th April 1961, orders have been issued that the cheque books and pass books, required by the Panchayat Union Commissioners for operating on, the Local Fund Deposit Accounts Nos. I and II should be printed and supplied free of cost to the Panchayat Union Commissioners by the Controller of Stationery and Printing, Madras. The Pay Order Books (V.P.C. Form No. 2) prescribed in G.O. Ms. No 1428, Rural Development and Local Administration, dated 24th August 1960, used by the Panchayat Presidents, for operating on the panchayat union 'Cash Chest' are also now printed and supplied free of cost, by the Controller of Stationery and Printing, to the Panchayat Union Commissioners.

2. In order to systematise, the supply of the above forms and books, the Controller of Stationery and Printing, Madras, is requested to print sufficient number of cheque books, pass books and pay order books and stock them for supply to the Panchayat Union Commissioners on indent from the Collectors of the districts.

3. The Panchayat Union Commissioners should send an annual indent for the number of copies of cheque books, pass books and pay order books, required by them for use during the year, to the Collectors concerned. The Collectors should prepare a consolidated annual indent and forward it to the Controller of Stationery and Printing, Madras. The Controller of Stationery and Printing, Madras, may supply the forms in bulk to the Collectors concerned who will distribute them to the Panchayat Union Commissioners, and keep necessary accounts of them.

4. The expenditure should be debited to a new detailed head of account, viz., Supply of cheque books, pass books, and pay order books to Panchayat Union Councils to be opened under "25. General Administration—District Administration—S. General establishment—A. Collectors and Magistrates (*b*) Office contingencies".

(G.O. Ms. No. 2333, Rural Development and Local Administration, dated 26th August 1961).

ELEMENTARY EDUCATION—DISBURSEMENT OF SALARY TO THE TEACHERS OF PANCHAYAT UNIONS—PROCEDURE REGARDING DRAWAL OF CHEQUES—OBJECTION IN AUDIT.

The Collector of Tirunelveli in his letter cited, has brought to the notice of Government the objection raised by you for the issue of third party cheques to the head-teachers instead of drawing self-cheques by the Panchayat Union Commissioner and then endorsing it in favour of the head-teachers. Further it is seen that the objection is based on the instructions issued in Government Memorandum No. 160974/L2/60-2, L.A., dated 15th September 1960.

2. I am directed to inform you that the salary cheque referred to in the Government Memorandum referred to above relates to the Panchayat Union Headquarters establishment and not for the elementary school teachers. The disbursement of salaries for the teachers is governed by separate instructions issued in Government Memoranda Nos. 140762A/60-1, T6, dated 16th August 1960 and 34851/RD. Accts-C/61-1, dated 10th April 1961 copies of which were also sent to you.

(Letter No. 27261/RD Accts—C/61-5), dated 29th August 1961.)

PANCHAYAT UNIONS—MANUAL OF INSTRUCTIONS FOR THE MAINTENANCE OF PANCHAYAT UNION—ACCOUNTS—PARAGRAPH 69—AMENDMENT.

The Examiner of Local Fund Accounts, Madras has brought to the notice of the Government that the 'Consolidated salary cheques' issued by the Panchayat Union Office for payment of salaries to Elementary School teachers in accordance with the instructions issued in the Memorandum No. 140762/60-L. 2. R.D. & L.A., dated 16th August 1961, is objected to in audit by the Accountant-General, Madras and the Treasury Officers on the basis of the instructions in paragraph 69 of the Manual of Instructions for the maintenance of accounts of Panchayat Unions, wherein, it has been stated that cheques on payment of establishment bills, shall be in favour of the Commissioner.

2. The Government observe that the establishment bills referred to in paragraph 69 of the Manual, will apply to those relating to the establishment in Panchayat Union Office only. The Government accordingly direct that cheques relating to payment of establishment bills relating to the Panchayat Union office *only* shall be drawn in favour of the Panchayat Union Commissioners.

3. The following amendments is therefore issued to paragraphs 69 of the Manual of Instructions for the maintenance of accounts of panchayat unions :—

For the existing second sentence in paragraph 69 of the Manual, the followng shall be substituted :—

" Cheques in payment of establishment bills relating to the establishment of the panchayat union office shall be drawn in favour of the commissioner ".

[Memo No. 116553/RD (Accts. E) 61-3 dated 7th Septem3er 1961.]

PANCHAYAT UNION COUNCILS—ELEMENTARY EDUCATION—DISBURSEMENT OF SALARY TO TEACHERS —PROCEDURE—INSTRUCTIONS.

It was ordered in the memorandum No. 140762/60-1L. 2, R.D. & L.A., dated 16th August 1960 that a consolidated salary cheque for the amount due to all the schools forming part of a school group shall be issued to the ' Head teacher ' of the central school by the panchayat union office. It is now brought to the notice of the Government that same Panchayat union commissioners have issued the ' Consolidated cheque ' in favour of the head teacher of the ' central school ' *by their names* instead of by official disignation. This is not in order. The panchayat union commissioners are informed that the consolidated salary cheque referred to above should be issued only by official designation as ' Headmaster—Elementary School ' or ' Assistant—Elementary School as the case may be and not in the personal names of the head teachers or concerned assistants of central schools. In such cases, it is also necessary for the commissioner to attest the signature of the headmaster or the assistant on the reverse side of the cheque before the cheque is delivered to the person concerned.

2. The panchayat union commissioners are requested to follow the above instructions strictly in future.

(Memo .No. 116553/RD (Accts. E) 61-4, dated 7th September 1961).

LOCAL CESS—ADJUSTMENT TO PANCHAYAT UNIONS—REGARDING.

The attention of the District Revenue Officer, Salem, is invited to his Pdl. 108/61 (K7), dated 18th August 1961. G.O. Ms. No. 1615, (L.A.) Rural Development and Local Administration, dated 1st October 1960 deals with the monthly adjustment of Local Cess to the Panchayat Union (General) Fund. The local cess is tc be adjusted in advance in 12 instalments on the basis of the anticipated collection, each instalment being adjusted

monthly. At the end of the jambandi, when the final accounts of the land revenue demand and the local cess demand and collections under the respective heads are settled, marginal adjustments will be carried out by further credit or short drawals in the subsequent instalments. Till now the land cess used to be adjusted on these lines. G.O. Ms. No. 1615 (L.A.), Rural Development and Local Administration, dated 1st October 1960 only seeks to bring out the significant difference between the procedure that was hitherto adopted in respect of adjusting a portion of the land cess to the credit of the District Board monthly and a portion to the panchayat half yearly and the procedure to be followed in respect of adjustment of monthly instalments of local cess amounts due. The entire provision of the instalment of local cess has now to be adjusted to the Panchayat Union (General) Fund and it is for the Panchayat Union to carry out the adjustments to its own education fund and to the credit of the town and village panchayats as laid down in Section 115 of the Madras Panchayats Act.

2. The local cess shall be collected along with the land revenue and shall be credited to the State accounts under the same head of account as the land revenue. This has also been the practice so far in respect of land cess. Having a separate detailed receipt head in respect of Local Cess separate from the land revenue has been carefully considered and it has been decided, in view of the practical difficulties involved, to continue the existing procedure of booking the local cess along with the land revenue. The monthly credit adjustment of the local cess to the Panchayat Union (General) Fund will be effected by debiting the monthly instalment in the State accounts to the head "VII. Land revenue—Ordinary revenue—Deduct payment to Local Boards—Cesses collected on their behalf".

3. Separate detailed instructions regarding the changes in the village registers relating to the land revenue collection consequent on the levy of consolidated local cess in place of land cess, education cess and additional surcharge and levy of local cess surcharge will issue in due course.

(Memo, No. 158175/Accts. c/61-1 dated 8th September 1961.)

LOCAL CESS SURCHARGE—LOCAL CESS SURCHARGE MATCHING GRANT—SANCTION OF ADVANCE PAYMENTS—FURTHER CLARIFICATION ISSUED.

In continuation of the accounting instructions issued in the Government Memorandum No. 149375 Acts. C/61-2, R.D. & A. dated 17th August 1961, the following clarification is issued in regard to the advance payment of local cess surcharge. The quarterly advance payment referred to in paragraph 3 of the above Memorandum refers only to the advance payments of Local Cess Surcharge Matching Grants.

2. Regarding advance payment of Local Cess Surcharge, it should be governed by the orders issued in paragraph 9 of the G.O. Ms. No. 2228, R.D. & L.A.. dated 9th August 1961 (i.e.), monthly payments as in the case of local cess. Attention in this connection is invited to paragraph 5 of G.O. No. 1615 (L.A.), dated 1st October 1960.

3. From 1st July 1961 (Fasli 1371) onwards the local cess is creditable to the Panchayat Union funds monthly at the rate of $3\frac{3}{4}$ nP. for every rupee of anticipated land revenue collection for the fasli. Similarly 1/12th of the local cess surcharge collectable on the basis of the anticipated land revenue should also be adjusted monthly to the credit of the Panchayat Union. A statement of the monthly adjustments made should be sent to the Rural Development and Local Administration Accounts Branch in the pro forma enclosed.

4. The statements shall be prepared in the treasury with reference to reports from the Sub-Treasuries, tallied with the Treasury Accounts of the month and forwarded to reach the Rural Development and Local Administration Accounts Branch on the 15th of the month following the one to which the adjustments relate.

(Memo. No. 156422/R.D. Accts. C/61-1, R.D. & L.A., dated the 8th September 1961.)

NAME OF THE DISTRICT

Monthly statement of adjustments of Local Cess, Local Cess Surcharge, Local Cess Surcharge Matching Grant for the Month of.................

Name of the Panchayat Union.	Anticipated Land Revenue for fasli 1371.	Anticipated Local Cess collectable during the fasli.	Local cess adjusted during the month.	Local Cess adjusted up to the month in the current financial year.	Local Cess Surcharge adjusted during the month.	Local Cess Surcharge adjusted up to the month in the current financial year.	Local Cess Surcharge Matching Grant for the quarter credited during the month.	Local Cess Surcharge Matching Grant for the quarter credited up to the month in the current financial year.	Remarks.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	10)

Certified that the above adjustments have appeared in the Treasury Accounts for the month of....................

ADVANCE—FIRST AND SECOND BATCH OF PANCHAYAT UNIONS RS. 10,000 EACH PAYMENT—SANCTIONED—INSTRUCTIONS REGARDING REPAYMENT—ISSUED.

The Collectors of all districts except Madras and Kanyakumari are informed that as the advances of Rs. 10,000 sanctioned to each of the Pnachayat Union Councils of the first and second batch in the Government Order G.O. Ms. No. 1566 (L.A.), R.D. & L.A.. dated 21st September 1960 and G.O. Ms. No. 955, R.D. & L.A., dated 1st April 1961 are repayable with interest, they should see that provision for the repayment of one-third of the advance with inerest is made in he budget of each Panchayat Union Council for 1962–63. They should however use their discretion not to insist on such repayment in 1962–63 in such of those Panchayat Union Councils, in which they are special difficulties in balancing their budget, and to bring such cases to the notice of Director of Panchayat Finance.

2. Formal orders specifying the instalments, interest and Penal interest will be issued separately.

(Memo. No. 74403, Account' A/61-3, dated 11th September 1961.)

ESTABLISHMENT—PANCHAYAT UNION OFFICES—FIXATION OF STRENGTH, ETC.—PAY AND ALLOWANCES OF PEONS—CLASSIFICATION OF EXPENDITURE—INSTRUCTIONS.

In paragraph 9 (b) of G.O. Ms. No. 1225, R.D. & L.A., dated 20th July 1960 and paragraph 3 of G.O. Ms. No. 109, R.D. & L.A., dated 12th January 1961, it has been indicated *inter alia* that the pay and alowances of all the six peons in the Panchayat Union Office should be debited to the Panchayat Unions General Fund. However, in the instructions for the preparation of the budget for 1960–61, 1961–62 and 1962–63, it has been ordered that the expenditure on one peon should be debited to the Education Funds while that relating to the remaining five peons only should be debited to the General Fund. A question has been raised as to which of the above two orders should be followed.

2. The Collectors, Commissioners of Panchayat Unions, etc., are informed that the Budget instructions in this regard should be followed in classifying the expenditure on peons namely the expenditure on one peon should be debited to Education Fund and that relating to the remaining five peons should be debited to the General Fund.

The orders issued in G.O. Ms. No. 1225, R.D. & L.A., dated 20th July 1960 and G.O. Ms. No. 109, R.D. & L.A., dated 12th January 1961 are modified to the above extent.

(Memo No. 161795/RD Accounts-Spl./61-1, dated 12th September 1961.)

BUDGET—PANCHAYAT UNION COUNCILS—III BATCH OF PANCHAYAT UNIONS—INSTRUCTIONS FOR THE PREPARATION OF THE PART-YEAR BUDGET FOR 1961–62 AND BUDGET ESTIMATES FOR 1962–63.

The Third Batch of Panchayat Union Councils will be constituted with effect from 2nd October 1961 by a notification to be issued by the Government before that date under Section 11 (1) of the Madras Panchayat Act of 1958. Instructions appended to this memorandum are issued for the preparation of the Part-Year Budget for 1961-62 (from 2nd October 1961 to 31st March 1962), by these Panchayat Unions. The instructions issued in Memorandum No. 149786-Accounts/Special/61-1, dated 17th August 1961 should be followed in framing the Estimates for 1962–63.

2. The deposit transactions do not enter the Budget and therefore need not be estimated.

3. Orders will be issued separately, prescribing under sub-Sections (2) and (5) of Section 140 of the Act, the Collector as the Officer to whom the Revenue Divisional Officer or the District Educational Officer as the Officer through whom the Budgets of the Panchayat Union (General) Fund and the Panchayat Union (Education) Fund, respectively should be submitted. The Collector should satisfy himself that adequate provision has been made for the performance of the services entrusted to the Panchayat Union and return the Budget to the Panchayat Union Commissioner. He has power to return the Budget with instructions for modification in such manner as he considers necessary to secure such provision.

4. On return of the budget by the Collector with his remarks, if any, the budget should be placed before the Panchayat Union Council for sanction under Section 140 (3) of the Act.

5. The Panchayat Union Council should sanction the Budget with such modifications as it thinks fit.

6. Pending the passing of the Part-Year budget by the Panchayat Union Councils, copies of the Budgets got prepared in accordance with the instructions appended to this Memorandum should be forwarded by the Collector to the Government in the Rural Development and Local Administration Department, before 10th October 1961 for information.

[Memo. No. 18176, C/Accts. (special)/61–1,dated 16th September 1061.]

Annexure.

Instructions for preparation of the Part-Year Budget for 1961-62.
(*2nd October* 1961 *to* 31*st March* 1962).

1. *Taxation*—(1) *Local Cess.*—Gross collections are to be estimated on the basis of Land Revenue payable to Government in the Panchayat Union area. Local Cess should be calculated on the land revenue for the year. To arrive at the normal land revenue, the land revenue as fixed by the Jamabandi Officer for the last three faslis should be taken into account and the average worked out. The local cess should be calculated on the average Land Revenue arrived at for the year. This procedure is to be adopted so that the deduction of large remission in the past year may not result in the low estimation of the local cess. *Credit should be taken for only half of the gross receipts in the case of these III batch Panchayat Unions.* The transfer to Education Account should be effected in accordance with the provision of section 115 (4) of the Madras Panchayat Act, 1958. The amounts to be transferred to the Town and Village Panchayats are to be calculated in accordance with the provisions of section 115 (4) (a) and 115 (4) (c) of the Act. To calculate these sums, the population figure based on 1961 census figures should be adopted. The net local cess after these transfers should be taken credit for under this head.

(ii) *Local cess surcharge*—(*Section* 116 *of Madras Panchayat Act,* 1958).—The receipts under this head will depend upon the rate of surcharge. In this connection attention is invited to paragraph 27 of Annexure I to G.O. Ms. No. 211, Rural Development and Local Administration, dated 25th January 1961 and also to the orders in G.O. Ms. No. 444, Rural Development and Local Administration, dated 18th February 1961, subsequently amended in G.O. Ms. No. 868, Rural Development and Local Administration, dated 23rd March 1961. *For 1961–62, local cess surcharge should be estimated for six months only. as the levy can be made only after the panchayat union councils are constituted.*

(iii) *Entertainment tax.*—Under section 13 of the Entertainments Tax Act. 1939, read with section 195 of the Madras Panchayats Act, 1958, the Government have power to disribute 90 per cent of the proceeds of the Entertainment Tax collected in a Panchayat Union area between the Panchayat Union Council and the Panchayats functioning in that area. The question of fixing the proportions in which the distribution should be effected, between the Panchayat Union Council and the Panchayats, is under the considerations of the Government and orders thereon will issue in due course. Pending the issue of orders, no credit should be taken in the Budget under Entertainments Tax collections except for the arrears if any, in respect of non-panchayat areas which were under the jurisdiction of the District Board and which would come under the jurisdiction of Panchayat Union Council.

(iv) *Miscellaneous revenue.*—Full data on this, which will be locally available, may be adopted.

(v) *Local cess surcharge matching grant.*—Attention is invited to orders issued in G.O. Ms. No. 613, Rural Development and Local Administration, dated 3rd March 1961, wherein a provisional "Fiscal Classification" of blocks has been made for sharing the expenditure by the State Government in Panchayat Administration at different percentages for the different classes of blocks in respect of local education grant and local cess surcharge Matching Grant. Credit under this head has to be taken in accordance with these instructions. *For 1961-62, the estimates should be for six months only* [Vide—Sub-paragraph (ii) above.]

2. *Communications.*—For 1961–62 the local Roads Grant may be calculated on the basis of 20 naye Paise per head of papulation, on 1961 census basis.

Data for estimating other receipts should be locally available.

3. *Health and welfare.*—There are likely to be no major receipts under these heads. A sum of Rs. 1,300 is likely to be available during 1961-62 for each Panchayat Union (III Batch) as Women and Children's Welfare Grant. This is intended to be spent on maternity and child welfare, family-planning, recreation for women and children and social education among women. A model programme will be communicated shortly. The receipts will have to be apportioned between "Receipt—A. General Account--IV. Health and Welfare. 3. Births and Deaths—(4) Grants for maternity and Child Welfare Schemes and (5) Grants for other purposes".

4. *Remunerative enterprises.*—Full data for estimating these receipts should be available locally.

5. *Capital receipts.*—These can only be development grants from the Government for village works. The Panchayat Development Schematic Budget has came into operation with effect from 1st April 1961 in all Blocks and therefore no fresh village work is to be sanctioned except the three categories of works mentioned in G.O. Ms. No. 2103, Rural Development and Local Administration, dated 25th July 1961 (rural water-supply, village roads and village school buildings) after 1st April 1961. The procedure to be followed in sanctioning village works by the III Batch Panchayat Unions has already been explained in paragraph 6 of the Government Order. It may be emphasised, that even though the village works grant has been exhibited under the Village Panchayat Fund in the Panchayat Development Schematic Budget, the grant will pass through the Panchayat Union Budget both on the receipts and charges side, since these works form part of a comprehensive development programme in the Community Development Scheme which is to be entrusted to the Panchayat Unions, under section 66 of the Act. The sub-heads "18" to "20", under Major Head IV of the Panchayat Development Schematic Budget, have been explained in paragraphs

48 to 50 of the Annexure II to the G.O. No. 664 and amplified in paragraphs 38 and 39 of Annexure I to G.O. No. 211, Rural Develomepment and Local Administration, dated 25th January 1961. It will be seen therefrom that normally, Local Irrigation Fees, Village Development rates and Voluntary Development constructions, raised by the Village Panchayat, will not enter the Accounts of the Panchayat Union except in cases where the Panchayats are not in a position to take up the works themselves and prefer to pay contributionr in cash and have them executed by the Panchayat Unions. Such arrangements should be rare– but, provision may be made for cash contributions from the Panchayats on the receipts side, if such cases could be clearly foreseen.

The provision for village works grant will be governed by the principles in paragraphs 27 to 39 in Annexure II to G.O. Ms. No. 664, Rural Development and Local Administration, dated 16th August 1960 and amplified by paragraphs 38 and 39 of G.O. Ms. No. 211, Rural Development and Local Administration, dated 25th January 1961. Paragraph 32 in Annexure II to G.O. Ms. No. 664, Rural Development and Local Administration, dated 16th August 1960, indicates how to arrive at the amount, the Panchayat Union is eligible to get during the five years of the Third Plan Period. One-fifth of this amount may be provided for, on the receipt-side. for 1961–62 and similar amount for 1962–63. It is, however, advisable to provide for a minimum of Rs. 40,000 for each year in cases where the amount to be provided works out to a lower figure. It may be mentioned, in this connection, that up to the date of entrustment (i.e., up to 31st December 1961), the Block Development Officers can execute the village works Programme accommodating the expenditure in the State Head of Account—(47.A). After the date of entrustment, i.e., with effect from 1st January 1962 (the Block Development Officers who are also Panchayat Union Commissioners cannot function as bill drawing officers in sub-treasuries in respect of the Works Programme. In making the provision mentioned above, the amount likely to be spent up to 31st December 1961, should be deducted and the balance only should be exhibited in the part year Budget under this head.

5. The receipts for village link roads and water-supply should be exhibited under "Receipt—Capital. A General Account—11. Communications Roads (1) Government Grants", and under a new minor head "(4) Government Grant for protected water-supply" "under" Receipts—Capital A. General Account—(iii) Health and Welfare, respectively.

Attention is invited in this connection to D.O. No. 128190, Rural Development Accounts-A/61-2, dated 7th August 1961.

EXPENDITURE—ORDINARY—GENERAL ACCOUNT.

6 (a) *Management.*—In respect of management, the expenditure on staff is to be caculated with reference to G.O. Ms. No. 1941, Rural Development and Local Administration, dated 13th July 1961

and should be restricted to five months in the current year. The expenditure on the Head Clerk, two Lower Division Clerks, Attenders, if any who are attached to the Elementary Education Section and one peon should be debited to the Education Fund and the expenditure on the balance of the Panchayat Union staff only should be debited to the General Fund.

(b) *Contingencies.*—Contingent expenditure should be provided for only for the period from 1st January to 31st March 1962. In this connection attention is invited to provisions of paragraphs 3 and 4 G.O. Ms. 941, dated 21st March 1961.

(c) *Travelling Allowance.*—Up to 31st December 1961, only the Travelling Allowances of the Chairman, the Vice-Chairman and members of the Panchayat Union Commissioner concerned should be debited to this Budget. Beyond 1st January 1962 full expenditure on this account should be provided for. When the Community Development Programme is entrusted to these Panchayat Unions on 1st January 1962, in pursuance of section 66 of the Madras Panchayats Act, the Block Advisory Committee will cease to function and the full responsibility for the implementation of the programme will rest on the Panchayat Unions.

(d) *Rent of buildings and repairs to buildings.*—The estimates of expenditure on these items should be obtained from the District Board and Panchayats in respect of the buildings which will now be taken over by the Panchayat Union and included.

7. *Communications.*—It should be ensured that the expenditure on communications does not materially exceed the Local Roads Grant, that will be available during the current year.

8. *Health and welfare.*—Pending issue of any further orders for items under this head, provision should be made in accordance with the following instructions:—

(a) *Health and Welfare—Medical relief.*

Expenditure on rural dispensaries and other dispensaries transferred to Panchayat Unions has to be exhibited under this item. Expenditure on primary health centres need *not* be provided for under this.

(b) *Health protection.*—Under this item the pay and allowances of the Health Assistant will have to be included.

(c) *Births and deaths.*—Under Maternity and Child Welfare, should be shown the expenditure on Maternity Assistants transferred to the service of the Panchayat Union. A sum of Rs. 5,300 is likely to be available during each of the years 1961–62 and 1962–63 for each Panchayat Union as Women and Children's Welfare Grant. However, for the part-year 1961-62, a sum of Rs. 1,300 may be provided for. This is meant to be spent on maternity and child welfare, family planning recreation for women and children and social education among women. A model programme will be communicated shortly. The expenditure will be debited to the relevant minor heads under Health and Welfare.

9. *Remunerative enterprises.*—Necessary details will be available locally under this head.

10. *Expenditure-Capital Account*—This will generally be expenditure on village works and will correspond to the receipts on the capital side.

10. (*a*) The expenditure for village link roads and water-supply should be exhibited as below:—

(i) *Village link roads.*—A new minor head to be opened under " A. General Account. II. Communications grants to Village Panchayats for link roads " if grant is made to a panchayat.

(ii) *Water-supply.*—" A. General Account. III. Health and Welfare (4) Protected Water-supply ".

11. *Interest on and repayment of debt.*—Where the liability for any repayment of debt originally borrowed for creating a specific asset which has now devolved on the Panchayat Union and consequently the liability has been passed on to the Panchayat Unions in terms of the instructions issued in Memorandum No. 120582-T.6/60-1, dated 2nd August 1960, provision will have to be made on this account in the budget.

12. *Education account—Receipts ordinary.*—In 1961–62, being the first year in which the Panchayat Unions will start functioning over the major portion of the State, there may be practical difficulties in the Panchayat Unions raising their share of the expenditure on Elementary Education strictly in accordance with the provisions of section 128 of the Madras Panchayats Act. Therefore, it has been decided that, for the financial year 1961–62, the present system of net cost payment may be continued. In this connection, attention is also invited to the recommendations of the Pay Commission in respect of Local Bodies teachers salaries and the commitment by the Government to meet the extra cost on this account.

In paragraph 3 of Annexure I to G.O. Ms. No. 2075, Education, dated 27th September 1960, it has been envisaged that the teaching grants for the aided elementary schools will also be given by the Panchayat Unions on the basis of the bills scrutinized and passed by the District Education Officers. In view of the transitional difficulties involved in making the necessary preparations and to collect the necessary data before the formulation of the Budget, it is proposed to bring this system into operation in the case of the III Batch Panchayat Unions only from 1st January 1962. Therefore, on 1st November and 1st December 1961 the salaries payable in the schools transferred to the Panchayat Unions only will be paid by the Panchayat Unions. Only from 1st January 1962, the Third Batch Panchayat Unions will assume responsibility to disburse teaching grants to aided institutions in accordance with the procedure laid down in paragraph 3 to Annexure I to G.O. Ms. No. 2075, Education, dated 27th September 1960. Grants in aid to the private schools should, therefore, be disbursed from 1st January 1962 by the Panchayat Unions on the recommendation of the Deputy Inspector of

Schools. Detailed instructions on the procedures of disbursement during 1961-62 have issued from the Education Department in Memorandum No. 27115 E.8/61, dated 21st March 1961. In the light of these decisions estimation of receipts and expenditure under Education Account may be carried out as follows :—

(*a*) Four-ninths of local cess collected in the Panchayat Union will be credited to this head. Reference is invited to paragraph 1 (i) above.

(*b*) Credit may be taken for Land Revenue Assignment as per section 118 of the Act, the 1961 census figures being adopted as the basis for calculation for three months, i.e., one-fourth amount calculated for a full year.

(*c*) A new sub-head may be opened as Supplementary Education Grant and the extra cost to be met by the Government on account of the increase in the teachers' salaries may be exhibited under this sub-head. This may be provisionally taken as 25 per cent of the expenditure incurred on the pre-pay commission pay scales.

(*d*) From the expenditure shown under Education Account (excluding that for Social Education), the receipts mentioned at (*a*) and (*b*) above should be deducted. The balance represents the net cost grant and this should be exhibited against Local Education Grant. As the net costs takes into account the provision for the item mentioned at (*c*) above, *no separate supplementary education grant will be paid in* 1961–62 *over and above the net cost grant.*

(*e*) A sum of Rs. 2,000 is likely to be made available as Social Education Grant for each Panchayat Union for the period from 1st January to 31st March 1962. This may be shown as receipt under a new sub-head to be opened " Grant from the State Government for Social Education " as " Item 12 under receipts—Ordinary—B. Education Fund." The receipts for Village School Building Grants should be exhibited under " B. Education Fund Accounts—Receipts—Capital (1) Government Grants. "

13. *Expenditure—Ordinary—(Teaching staff).*—(*a*) Full details should be locally available. The estimates should be for five months only, i.e., from November 1961 to March 1962.

(*b*) *Clerks and servants.*—The expenditure on two lower division clerks, one Head Clerk, one peon and attenders if any attached to Elementary Education section should be exhibited under the relevant minor head in this account. The estimates should be restricted to five months as in (*a*) above.

(*c*) *Grants to Private Elementary Schools.*—Estimate of the grants payable to the private Elementary Schools, in the Panchayat Unions during 1961–62 and 1962–63 on the basis of the revised pay scales should be obtained from the Deputy Inspector(s) of Schools. The expenditure should be provided for in the year 1961–62 for three months of the year in the case of third batch Panchayat Unions.

14. *School Meals Accounts.*—It has been decided that during 1961-62, disbursement on account of School Meals Grant will be made by the Panchayat Unions on the recommendation of the Deputy

Inspectors of Schools from 1st July 1961. Instructions have been issued by the Education Department about the procedure for disbursement of these Grants, in Memorandum No. 27115-A-38/61, dated 21st March 1961. Credit may be taken, on the receipts side, under the sub-head ' Grants ' for an amount calculated for 6 months on the basis of the orders issued in paragraph 22 of the Annexure I to G.O. Ms. No. 211, Rural Development and Local Administration, dated 25th January 1961, in respect of aided schools. Estimates for the for three month only in respect of aided schools. Estimates for the amount may be obtained from the Deputy Inspector of Schools. No special remarks are called on the expenditure side.

15. A sum of Rs. 2,000 is likely to be made available as Social Education Grant for each Panchayat Union for the period from 1st January to 31st March 1962. The Expenditure will be by way of grants to Village Panchayats for School Education purposes and also direct expenditure. The expenditure may be apportioned among the different minor heads 4 to 12 under " B. Education Fund—Expenditure—Ordinary ". The specific schemes on which this amount may be spent and the patterns of assistance will be laid down separately. The expenditure on school buildings will be exhibited under " B. Education Account—Expenditure—Capital—Buildings ".

16. *Production Account—Local Irrigation Grant.*—This is dealt with in paragraphs 40 and 41 of the Annexure II of G.O. Ms. No. 664, Rural Development and Local Administration, dated 16th August 1960. The calculation of receipts on account of Government grants for maintenance of irrigation works is on the basis of a simple formula prescribed in G.O. No. 711, dated 16th April 1960. The Collectors would have already applied this formula and fixed the amount for the Block. Provision will also be available for excess kudimaramath grant, on the basis of the pattern of assistance indicated in paragraph 41 of the Annexure II to G.O. Ms. No. 664, Rural Development and Local Administration, dated 16th August 1960. Receipts and charges on this account should normally balance. The amount due to Panchayat Union for the whole year less the amount already spent will be available to the union.

17. *Agriculture Grant.*—Government grant on this account per Panchayat Union is likely to be Rs. 40,000 each (one-fifth of Rs. 2 lakhs) during 1961-62. In the case of Third Batch Panchayat Unions credit may be taken for amounts that the union is likely to be able to earn as Government grant during the last quarter.

18. Orders on the form of Budget/Account for the Production Account of the Panchayat Union, which comprises broadly of the items mentioned in the preceeding two paragraphs (Local Irrigation Grant and Agriculture Grant) will follow shortly. For all other schemes the form of Budget, Accounts already prescribed for the Panchayat Unions will suffice.

Memo. No. 181769 Accts. Spl./61-1, R.D.Y.L.A., dated 16th September 1961.

ACCOUNTS—PANCHAYAT UNION COUNCILS—CHECKING CASH BOOK ENTRIES IN PANCHAYAT UNION COUNCIL BY THE COMMISSIONER—INSTRUCTIONS ISSUED.

It has been brought to the notice of the Government that the entries in the cash book maintained in one Panchayat Union are not being attested by the Commissioner as and when he signs the cheque. This is likely to lead eventually in cheques being signed by the Commissioner even without looking from the passed bill. Therefore, all Panchayat Union Commissioners are directed to observe the following instructions strictly in future—

The bills should be scrutinised by office and put up to the Commissioner with suitable " pass orders ", for signature. Thereafter cheques should be prepared with reference to the " pass the case loose on the debit side for the actual accounts of the orders " on the bills. Simultaneously, entries should be made in bills passed and for which the cheques are proposed to be issued. The passed bills, the cheques concerned and the cash book should then go up to the Commissioner all together so that he sign the cheques, initial the cash-book entries as well as the endorsement on the bills, that payments had been made for the correct amounts (to be indicated in figures) by cheque number (to be supplied).

At the end of the month the cash book should be closed over the Commissioner's full signature and the closing balance should be specified both in figures and words.

A reconciliation should be effected as and when the cash-book is received.

There should be no delay in closing the cash-book.

(Memo. No. 162808/F1/61-1, Rural Development on Local Administratives, dated 20th September 1961).

ACCOUNTS—PANCHAYAT UNIONS—PROCEDURE FOR FINANCIAL ASSISTANCE—ADVANCE PAYMENTS OF LOCAL CESS MATCHING GRANTS—FORM OF SANCTION ORDER TO BE ISSUED BY THE DISTRICT COLLECTORS—PRESCRIBED.

Ms. No. 2228, R.D.L.A.. dated 9th August 1961 orders have already been issued authorising the advance payments of Local Cess Matching Grant to the Panchayat Unions based on the provisions under section 129 of the Madras Panchayat Act, 1958 in every quarter and the final adjustment in the quarter ending July each year after Jamabandi is over. In paragraph 3 of the Government Memorandum No. 149375/Accts.C/61-2, dated 17th August 1961 the District Collectors have been authorised to make payments. In paragraph 4 of the above Government memorandum the head of account to which the expenditure on account of the advance payments of Local Cess Surcharge Matching Grants, is debitable is given.

the District Collectors have been authorised to make payments. In paragraph 4 of the above memorandum the head of account to which the expenditure on account of the advance payments of Local Cess Surcharge Matching Grants, is debitable is given.

2. The District Collectors should issue the sanction order in the form annexed. The fair copies should be signed by the Collector or in his behalf by the Personal Assistant to the Collector.

Memorandum No. 182069/R.D. Accts-C/61-2, dated 21st September 1961.

ANNEXURE.

No. Office of the Collector of

Dated

From
The Collector of

To
The Sub Treasury Officer,

Under instruction 2 of the Treasury Rule 17, of the Madras Treasury Code, Volume I, I hereby authorise you to pay to the Commissioner, Panchayat Union on the authority of (i) this order and (ii) the duly receipted bill attached, the sum of Rs. (Rupees).

2. The amount should be paid by book adjustment to the accounts of the Panchayat Union in L.F. deposit account No. I maintained at your treasury or sub-treasury and no cash payment should be made. The amount represents Local Cess Surcharge Matching Grants payable to the Panchayat Union under section 129 of the Madras Panchayats Act, 1958 and is debitable to "57. Miscellaneous—(*f*) Grants-in-aid contributions, etc.—X. Local Cess Surcharge Matching Grants to the Panchayat Unions".

3. The fact of adjustment should be reported to the Government in the *pro forma* annexed to the Government Memorandum No. 156422/Accts-C/61-1, dated 8th September 1961, every month and the Accountant-General, Madras, with a certificate of payment through the Treasury Officer.

Collector.

Copy to the Commissioner, Panchayat Union, through the Chairman.
" Accountant-General, Madras.

Note.—Under instruction 2 of T.R. 17 of M.T.C., Volume I, the grant should be adjusted on the authority of this authorisation and no authorisation is necessary from the Accountant-General.

EDUCATION—ELEMENTARY—PANCHAYAT UNION COUNCILS—PARTICULARS REGARDING TEACHER—PUPILS RATIO—COST OF HIGHER ELEMENTARY EDUCATION—CALLED FOR.

The Commissioner-designates of the Panchayat Unions of the Third Batch are requested to furnish in the form appended the particulars required therein. The matter may be treated as most

immediate ' and the particulars sent so as to reach this Government *on or before 10th October* 1961.

Memorandum No. 185033/RD. Accts-C/61-1, dated 21st September 1961.

FORM

1 Teachers under employ as on 1st April 1961 in the schools to be transferred to the Panchayat Union.

2 Teachers under employ in the aided schools as on 1st April 1961.

3 Pupils on rolls as on 1st April 1961 in the schools to be transferred to the Panchayat Union.

4 Pupils on rolls in aided schools as on 1st April 1961.

5 Number of additional teachers employed subsequent to 1st April 1961 in the schools to be transferred to the Panchayat Union:

(*a*) Number employed for additional enrolment.
(*b*) Number employed to fill up the existing vacancies.

6 Number of additional teachers employed in aided schools subsequent to 1st April 1961:

(*a*) Number employed for additional enrolment.
(*b*) Number employed to fill up the existing vacancies.

7 Number of pupils on rolls in classes I to V on 1st September 1961 in the schools to be transferred to the Panchayat Union.

8 Number of pupils on rolls in classes I to V in aided schools on 1st September 1961.

9 Teacher-pupils ratio with reference to the total in classes I to V.

10 Number of pupils in VI to VIII Standard classes of the Higher Elementary schools to be transferred to the Panchayat Unions and aided schools:

(*a*) Would be Panchayat Union Schools.
(*b*) Aided Schools.

11 Number of teachers employed in the Higher Elementary Standards in Higher Elementary Schools to be transferred to the Panchayat Union and aided Schools:

(*a*) Would be Panchayat Union Schools.
(*b*) Aided Schools.

12 Cost involved in the maintenance of Higher Elementary Standards including cost on account of the employment of (1) Pre-vacational teachers, (2) Peons (to be furnished for one month):

(*a*) Cost of teachers.
(*b*) Cost of Pre-vacational Instructors.
(*c*) Cost of peons.
(*d*) Contingencies, etc.

VILLAGE WORKS—PROVISION OF LINK ROADS—BREAK UP OF CENTRAL AND STATE SHARE OF EXPENDITURE—ORDERS—ISSUED.

The Central share of expenditure for road works executed under the Community Development and Local Development Works Programmes is normally fifty per cent of the total cost of the work or Rs. 10,000 whichever is less. Under the consolidated ' Village Work Programme ' evolved in the Government Order cited, the contribution expected from the people in regard to link road works including earthern roads, has been fixed as 50, 40, 30 and 20 per cent of the total cost respectively for the A, B, C, D class for blocks. The question therefore arose how the Government share of expenditure in excess of the admissible ceiling of central grant in respect of road works falling under B, C, D class of blocks should be met.

The question was considered by the Government, and they direct that the difference between the central grant and the total Government share, in respect of " Road Works " sanctioned in B, C, D class of blocks, will be met out of the state funds.

G.O. Ms. No. 2799, Rural Development and Local Administration, dated 20th October 1961.

PANCHAYAT DEVELOPMENT—PROCEDURE TO BE ADOPTED FOR COLLECTION AND ACCOUNTING OF LOCAL CESS AND LOCAL CESS SURCHARGE AND SPECIFICATION OF DUTIES OF VILLAGE OFFICERS IN RESPECT OF COLLECTION OF PANCHAYAT REVENUES.

The attention of the Board of Revenue and the Collectors is invited to the provisions of the G.O. Ms. No. 644, Rural Development and Local Administration, dated 9th August 1960, wherein the Government specified the duties to be performed by the Village Officers in respect of panchayats and panchayat unions. Further clarifications were issued in G.O. Ms. No. 411, Rural Development and Local Administration, dated 16th February 1961. In G.O. Ms. No. 2339, Rural Development and Local Administration, dated 28th August 1961, the panchayats have been permitted to employ a panchayat clerk on a part-time or full-time basis subject to certain ceilings in respect of emoluments to be paid to them. In paragraph 9 of G.O. 644, it has been declared that the collection of all taxes and fees which fall due from time to time to the panchayat or the panchayat union is to be treated as part of the normal duties of the Village Headman and that the Village Karnam should maintain tax assessment registers and such other records as may be prescribed from time to time for facilitating collection of taxes and fees due to the panchayat and panchayat union as part of his normal duties. In paragraph 22 of G.O. 644, Rural Development and Local Administration, it was stated

that subject to such general guidance as may be given, the Collectors may be given discretion to specify the apportionment of duties among the Village Officers concerned. It is necessary to have a uniform procedure adopted for this purpose in all the districts in the light of G.O. 2339, Rural Development and Local Administration, dated 28th August 1961.

2. A draft Memorandum on the specification of duties of Village Officers in respect of collection of Panchayat revenues and a draft Memorandum on the procedure to be adopted for collection and accounting of local cess and local cess surcharge are appended. The Board of Revenue and the Collectors are requested to offer their comments on the provisions of the draft Memoranda at an early date. The collection season for fasli 1371 is fast approaching and, therefore, it is necessary to make arrangements for the collection of panchayat and panchayat union revenues pending finalisation of instructions on the lines indicated in the two draft Memoranda. The Collectors are therefore requested to treat these two draft Memoranda as general guidance orders for the present and issue instructions to the Village Officers based on these Memoranda with such suitable modifications as may be warranted by local considerations. It is proposed to watch the working of these instructions on the field for one collection season before these are finalised and issued as orders. The Board of Revenue and the Collectors are requested to report the action taken by them in this regard.

(Memorandum No. 206144/RD. Accts.-C/61-1, dated 23rd October 1961.)

Memorandum on the specification of duties of Village Officers in respect of collection of panchayat revenues.

In G.O. Ms. No. 644, Rural Development and Local Administration, dated 9th August 1960, the Government specified the duties to be performed by the Village Officers in respect of panchayats and panchayat unions. Further clarifications were issued in G.O. Ms. No. 411, Rural Development and Local Administration, dated 16th February 1961. In G.O. Ms. No. 2339, Rural Development and Local Administration, dated 28th August 1961, the panchayats have been permitted to employ a panchayat clerk on a part-time or full-time basis subject to certain ceilings in respect of emoluments to be paid to them.

2. In paragraph 9 of G.O. No. 644, it has been declared that the collection of all taxes and fees which fall due from time to time to the panchayat or the panchayat union is to be treated as part of the normal duties of the village headman and that the village karnam should maintain tax assessment registers and such other records as may be prescribed from time to time for facilitating collection of taxes and fees due to the panchayat and the panchayat union as part of his normal duties. In paragraph 22 of G.O. No. 644, it was stated that subject to such general guidance as may be given, the

Collectors may be given discretion to specify the appointment of duties among the Village Officers concerned. It is now considered necessary and desirable to issue comprehensive instructions in regard to the abovementioned apportionment of duties in the light of G.O. No. 2339, Rural Development and Local Administration, dated 28th August 1961.

3. In G.O. Ms. No. 756, Rural Development and Local Administration, dated 12th September 1960, orders were issued reducing the number of forms and registers to be maintained by the village panchayats from 100 to 60. A list of these 60 forms is given in Annexure I.

4. It is now necessary to categorise these forms and registers into three, namely, (1) forms and registers relating to assessment and collection of taxes and fees to be maintained by (*a*) the karnam and (*b*) the village munsif on behalf of the President as the executive authority of the panchayat; and (2) forms and registers relating to the general administration of the panchayat to be maintained by the President with the help of a part-time clerk.

5. Following the above principles the following registers and forms will be maintained by the karnam:—

I. *Forms and registers connected with house-tax*—

(1) House-tax assessment list—(V.P. Form No. 15).

(2) House-tax demand register—(V.P. Form No. 3).

(3) Special notice of house-tax, new assessment or amendment—(V.P. Form No. 1).

(4) House-tax bill, receipt and counterfoil to be written by karnam and handed over to the village headman—(V.P. Form Nos. 5 and 6).

(5) Arrear demand register—(V.P. Form No. 4).

II. *Forms and registers connected with profession-tax*—

(6) Profession-tax demand register—(V.P. Form No. 17).

(7) List of persons liable to profession-tax—(V.P. Form No. 19).

(8) Notice regarding profession-tax return—(V.P. Form No. 20).

(9) Notice regarding profession-tax return—(V.P. Form No. 21).

(10) Profession-tax receipt and bill—(V.P. Form No. 18).

III. *Forms and registers connected with vehicles tax*—

(11) Register of vehicles subject to tax—(V.P. Form No. 101).

(12) Notice regarding vehicle tax—(V.P. Form No. 102).

(13) Vehicle tax demar¹ licence and counterfoil—(V.P. Form No. 103).

IV. *Forms and registers connected with encroachments (lease amounts and licence fees)*—

(14) Register of encroachments—(V.P. Form No. 81).

(15) Notice for encroachment fees, etc.—(V.P. Form No. 23).

6. The Village Munsif will maintain the following registers and forms: —

(1) Notice to occupier—(V.P. Form No. 8).

(2) Bill Collector's collection register—(V.P. Form No. 9).

(3) Distraint warrant—(V.P. Form No. 10).

(4) Register of warrants—(V.P. Form No. 11).

(5) Notice of seizure of goods—(V.P. Form No. 12).

(6) Register of distrained property—(V.P. Form No. 13).

(7) Miscellaneous receipt—(V.P. Form No. 35).

7. All other forms and registers will be maintained by the Panchayat President or under his supervision by the part-time clerk employed. It is to be emphasised at this stage, that the functions relating to the assessment and collection of taxes and fees are those of the executive authority under the Act and the karnam and the Village Munsif are only acting on behalf of the executive authority of the panchayat. All the registers maintained by the karnam and the Village Munsif are liable to be called for at any time by the Panchayat President. All registers which are not in current use are to be deposited in the Panchayat office. The tax assessment registers are open to inspection by rate-payer. The members of the panchayat shall have full access to these records during office hours. These registers and records in the custody of the karnam and the Village Munsif are also liable to be checked by the officials of the Revenue Department and by the Divisional Panchayat Officer, Panchayat Union Commissioner and Extension Officer (Panchayats). Attention in this connection is invited to G.O. Ms. No. 1944, Rural Development and Local Administration, dated 13th July 1961, wherein the Tahsildars and Revenue Inspectors have been directed to check the progress of collection of panchayat revenues while holding 'kist demand centres'.

8. In Annexure II the procedures in respect of tax assessment by the karnam and tax collection and remittance by the Village Munsif have been prescribed. It shall be the responsibility of the District Revenue Officer, the Revenue Divisional Officer, the Tahsildar and the Revenue Inspector to ensure that these procedures are understood by the Village Officers and ensure that the assessment and collection work proceed smoothly. If necessary, the Tahsildars may conduct instruction classes to explain the procedures to the Village Officers.

9. It is necessary to ensure that the local revenue collection is not appropriated at the village level towards expenditure. Therefore it has been provided that all payments to panchayats should be made to the headman only who shall remit the sums into the panchayat union cash chest.

10. In order to enable the Supervisory staff to check and ensure prompt and regular collection and remittance of the panchayat revenues into the panchayat union cash chest the demand collection balance of the panchayat should be reviewed by the revenue staff. The Panchayat demand collection balance in V.P. Form No. 42 which is prepared by the President or the Panchayat clerk under his direction should be made available to the Revenue Inspector and the Tahsildar. Since the collections are remitted into the panchayat union cash chest the actual remittances therein have to be compared with the demand. Therefore a copy of the demand collection balance has to go to the Panchayat Union Office also. In the Taluk office these demand collection balances may be posted panchayat-wise with separate pages for each panchayat union. This will enable the Tahsildar to review the progress of collection of monthly and ensure systematic collection. Every panchayat should therefore send a copy of its demand collection balance, to the Revenue Inspector, the Tahsildar and the Panchayat Union Commissioner.

11. These demand collection balances should be consolidated for each panchayat union in the first instance and for each taluk thereafter and should be reviewed at three monthly intervals by the Divisional Officer and six monthly intervals by the District Revenue Officer.

Annexure I.

1. V.P. Form No. 1—Special notice for House Tax.
2. V.P. Form No. 2—Register of appeals.
3. V.P. Form No. 3—House Tax Demand Register.
4. V.P. Form No. 4—Arrear Demand Register.
5. V.P. Form No. 5—Memoranda of House Tax Bill Book.
6. V.P. Form No. 6—House Tax Bill.
7. V.P. Form No. 7—Register of Bills issued.
8. V.P. Form No. 8—Notice to occupier.
9. V.P. Form No. 9—Bill Collectors' Collection Register.
10. V.P. Form No. 10—Distraint warrant.
11. V.P. Form No. 11—Register of warrants.
12. V.P. Form No. 12—Notice of seizure of goods.
13. V.P. Form No. 13—Register of distrained property.
14. V.P. Form No. 14—Register of vacancy remissions.
15. V.P. Form No. 15—House Tax assessment list.
16. V.P. Form No. 16—Reigster of House Tax remission petitions.
17. V.P. Form No. 17—Profession Tax Demand Register.
18. V.P. Form No. 18—Profession Tax Receipt and Bill.
19. V.P. Form No. 19—List of persons liable to profession tax.

20. V.P. Form No. 20—Notice regarding Profession Tax return.

21. V.P. Form No. 21—Notice regarding Profession tax return.

22. V.P. Form No. 23—Notice for encroachment fees, etc.

23. V.P. Form No. 24—Licence for temporary erection.

24. V.P. Form No. 25—Application for licence for temporary erections.

25. V.P. Form No. 26—Register of encroachment fees.

26. V.P. Form No. 35—Miscellaneous receipt form.

27. V.P Form No. 36—Register of Miscellaneous Demand.

28. V.P. Form No. 37—Miscellaneous Bill.

29. V.P. Form No. 38—Account of fees departmentally managed. ged

30. V.P. Form No. 39—Register of fruit bearing trees.

31. V.P. Form No. 41—Register of Investments.

32. V.P. Form No. 42—D.C.B. Statement.

33. V.P. Form No. 43—Stock Account of bills, Licences, ticket books.

34. V.P. Form No. 45—Register of write off and temporary remissions.

35. V.P. Form No. 47—Contract agreement for major works.

36. V.P. Form No. 48—Contract agreement for minor works.

37. V.P. Form No. 50—Acquittance register.

38. V.P. Form No. 51—T.A. Bill.

39. V.P. Form No. 54—Register of advances recoverable.

40. V.P. Form No. 55—Register of bills deposits.

41. V.P. Form No. 57—Register of bills passed.

42. V.P. Form No. 58—Stamp account.

43. V.P. Form No. 61—Cash book.

44. V. P. Form No. 62—Chitta.

45. V.P. Form No. 67—N.M.R.

46. V.P. Form No. 68—Estimate form.

47. V.P. Form No. 69—Abstract of estimates.

48. V.P. Form No. 70—M. Book.

49. V.P. Form No. 71—Contract certificate.

50. V.P. Form No. 72—Register of tools and plant.

51. V.P. Form No. 77—Service book.

52. V.P. Form No. 78—Register of roads.

53. V.P. Form No. 79—Register of immovable property.

54. V.P. Form No. 80—Suit register.

55. V.P. Form No. 81—Register of encroachments.

56. V.P. Form No. 82—Register of prosecutions.

57. V.P. Form No. 83—Register of porambokes under the control of the Panchayat.

58. V.P. Form No. 101—List of vehicles subject to tax.

59. V.P. Form No. 102—Notice regarding vehicle tax.

60. V.P. Form No. 103—Vehicle tax demand, licence and counterfoil.

Annexure II.

The provisions of the Panchayat Manual, unless they specifically contravene the instructions given below, are applicable to assessment and colletion of panchayat taxes by Village Officers. These instructions only apportion the duties of the executive authority of the panchayat to the Village Officers, and therefore, the provisions of the Manual are binding on the Village Officers to the extent they are binding on the executive authority.

2. The forms and registers prescribed for maintenance by the karnam fall under four categories:—

(i) Forms and registers relating to house-tax assessment. These are V.P. Form Nos. 1, 3, 4, 5 and 6, 14 and 15.

(ii) Forms and registers relating to assessment of profession-tax. These are V.P. Form Nos. 17, 18, 19, 20 and 21.

(iii) Forms and registers relating to vehicle tax. These are V.P. Form Nos. 101, 102 and 103.

(iv) Other forms and registers relating to miscellaneous revenues. These are V.P. Form Nos. 23, 24, 25, 39, 81 and 83.

V.P. Form No. 16 is common to the first three categories.

Assessment list preparation.

3. *Procedure for the assessment of house-tax.*—V.P. Form No. 15 is the house-tax assessment list which the Manual has already provided, should be prepared and furnished by the karnam. The karnam has to fill up columns (1) and (2), shall ascertain from the President. the current assessments for house-tax, water-tax and fill up the columns 13 and 14. Library cess is a fixed charge. After the total is struck in coumn 16, the register shall be put up to the President for passing orders. In column 18, the President shall sign in token of accepting the assessment as correct or shall indicate how it should be revised. This procedure shall be followed for a general revision or for assessment of house-tax for the first time. As soon as the assessment books are prepared, the President shall, by beat of drum in the village, give public notice thereof and of the place or places where the books may be inspected.

Special notice of house-tax—New assessment or amendment.—On the direction of Panchayat President, these notices shall be prepared by the karnam and got signed by the President and then issued. The disposal of revision petition shall be done by the President. The result of the revision petition shall be made known to the karnam by the President.

House-tax demand register.--This register will be posted by the karnam from house assessment list, assessments as subsequently corrected by the orders passed on revision petitions. This register is to be maintained for five years.

Arrear demand register is posted from house-tax demand register.

House-tax bill, receipt and counterfoil.—The V.P. Form Nos. 5 and 6 have been combined into a single form. The karnam should fill up the bill, the receipt and the counterfoil forms and should initial them and forward them to the President. The relevant data for this form are posted from the house-tax demand register. The President shall sign or affix his facsimile on the bill, the receipt and the counterfoil and deliver the machine numbered book of forms to the village headman for service and collection. The village headman shall serve the house-tax bill and obtain the acknowledgment of the assessee on the reverse of the receipt. Before serving, he shall sign the bill after filling up the manner and date of service. When the tax amount is tendered by the assessee, the receipt shall be signed by the headman and handed to the assessee. Only when the headman signs the receipt, it will become a valid receipt. The counterfoil will also be signed by the headman. As and when the receipt book gets exhausted, the book of forms shall be delivered back to the President. The village headman has to enter the collection with full details about the assessee in V.P. Form No. 9. He shall remit the collection from time to time into the panchayat union cash chest to the credit of the panchayat by using V.P.C. Form I. The receipted chalan will be returned to the village headman. The headman shall close the collection register on the date of remittance and enter the fact of remittance in words. The receipted chalan along with the collection register will be sent to the President who shall sign the register as well as receipted chalan in verification and thereafter to the karnam to post the collections in the demand register and arrear demand register. After posting within a week, the collection register along with receipted chalans should be returned to the headman who shall thereafter paste the receipted chalan to the counterfoil in V.P.C. Form I.

Assessment of profession-tax.—A list of persons liable to assessment of profession-tax is to be prepared by the karnam in V.P.C. Form No. 19. In order to collect necessary information to prepare this list V.P. Form Nos. 20 and 21 are to be used. These forms should be filled by the karnam wherever necessary and the signature of the President should be obtained before issue. When the replies are received they will be forwarded to the karnam who shall prepare the profession-tax assessment list in Form No. 19 and obtain the orders of the President on the assessments. On the basis of these assessment orders, the profession-tax demand register in V.P. Form

No. 17 will be posted and the President's initials obtained in column 8. V.P. Form No. 18 will be filled up by the karnam from the entries in the demand register V.P. Form No. 17 and forwarded to the President for signature. The President, after signing the bills as well as receipts shall send the bill book to the village headman for collection. The headman shall serve the demand bill on assessees and obtain their acknowledgments on the reverse of the receipts. When the amount is tendered, the headman shall complete the receipt and issue it and retain the counterfoil only. From the counterfoils, he shall post the V.P. Form No. 9 the collection book and follow the same procedure for remittance of the collection into the panchayat union cash chest as in the case of house-tax collection. For each tax collection a different remittance chalan should be used. After the remittance, he shall send the collection register along with receipted chalan to the President and through him to the karnam. The President shall sign the collection book and on the reverse of the receipted chalan and pass it on to the karnam to enable him to post the collection in the demand register V.P. Form No. 17 and then return the collection book and the receipted chalan to the headman. The receipted chalan shall be posted along with the counterfoil in V.P.C. Form No.1.

Assessment of vehicle tax.—The list of persons liable for vehicle tax is to be prepared by the karnam in V.P. Form No. 101. In order to collect the data, the karnam may get the Form No. 102 signed by the President and issued on a person reputed to possess a vehicle. On return of the form duly filled in, it will be passed on to the karnam to enable him to prepare the assessment list which also serves as the demand register in this case (V.P. Form No. 101). From this register, the karnam shall prepare the notice of demand for vehicle tax and fill up the forms for licence and the counterfoil, obtain the signature of the President on these forms and have them delivered to the headman for collection.

The headman shall serve the demand notice on the assessees and obtain their acknowledgments on the reverse of the receipts. When the tax amount is tendered, the headman shall complete the receipt and issue it and retain the counterfoil only. From the counterfoils he shall post the V.P. Form No. 9 (the collection book) and follow the same procedure for remittance of the collection into the panchayat union cash chest as in the case of house-tax collection. For remitting the amount collected as vehicle tax, a separate remittance chalan should be used. After the remittance, he shall send the collection register along with the receipted chalan to the President and through him to the karnam. The President shall sign the collection book and on the reverse of the receipted chalan and pass it on to the karnam to enable him to post the collection in the demand register V.P. Form No. 101 and then return the collection book and the receipted chalan to the headman. The receipted chalan shall be pasted along with the counterfoil in V.P.C. Form No. 1.

Lease amounts and licence fees.—The karnam is the most appropriate person to maintain V.P. Form No. 81 (the register of encroachments). Whenever an encroachment is noticed by him, he shall fill

up Form No. 23 and have it issued over the signature of the Panchayat President. When the notice is served, the acknowledgment of the person on whom it is served shall be obtained on the reverse of the original.

The collection of the licence fees or the lease amount will be done by the headman and the issue of licence will be done by the President.

Forms and registers to be maintained by the headman.—The headman receives from the karnam through the Panchayat President, the bill-*cum*-receipt books in V.P. Form Nos. 5 and 6, V.P. Form No. 18 and V.P. Form No 103. In all these cases after collection, the headman shall return the receipt book with the counterfoil stubs when it gets exhausted.

Notice to the occupier is to be issued by the headman over the signature of the President of the Panchayat when he is unable to collect the tax from the owner of the house. When the notice is issued, the headman shall obtain the acknowledgment of the occupier on the reverse of the counterfoil.

V.P. Form No. 9 is a very important document to be maintained by the headman. The collection register will have to be sent on 25th of every month to the President and then to the karnam along with the receipted chalan of remittance of different tax amounts. The collection register should be returned back to the headman within a week. The collections made during the week when the collection book is either with the President or the karnam could be entered from the counterfoils of the receipts issued in the collection book after it returns. It should be ensured that the collection register is not detained either by the President or the karnam.

Distraint Warrant.—Distraint Warrant is to be filled up by the village headman in V.P. Form No. 10 and shall be got signed by the executive authority. The warrant shall be addressed to the village headman. The procedure for the distraint is laid down in para graphs 25 to 33 in Chapter IV of the Panchayat Manual.

The register of warrants in V.P. Form No. 11 is also to be maintained by the village headman. As and when a warrant is issued by the executive authority, columns 1 to 8 are to be filled up and the initials of the executive authority should be obtained in column 9 of the register. The collection of the warrant fees and its remittance into the cash chest will also follow the procedure laid down in the collection of other tax. A separate column is provided for this purpose in the collection register (V.P. Form No. 9). V.P. Form Nos. 12 and 13 are self-explanatory and are to be maintained by the headman.

Form No. 35, Miscellaneous Receipt will also be issued by the village headman. All collections to be made on behalf of the panchayat for all miscellaneous purposes shall be made by the village headman and the receipt issued in Form No. 35. These collections will also be accounted for daily in the collection book, Form No. 9 in a separate column. Column 16 may be temporarily used for this

purpose. At appropriate intervals these miscellaneous receipts shall be remitted into the panchayat union cash chest under a separate remittance chalan in V.P.C. Form No. 1. Here again as in the case of other tax collection, the collection book along with the receipted chalan should be sent to the President. In this particular case the posting of the collections against demand will be done in the panchayat office itself since the miscellaneous demand register is not maintained by the karnam.

In order to ensure that the local receipts do not get appropriated towards expenditure even due to inadvertence, it is essential that all payments to be made to the panchayat should be made to the headman.

Memorandum on the procedure to be adopted for collection and accounting of local cess and local cess surcharge.

PRELIMINARY.

Local Cess is leviable under section 115 of the Madras Panchayat Act. This local cess consolidates the former land cess, education cess and the additional surcharge and replaces them. The local cess is to be collected at the rate of 45 naye Paise per rupee of land revenue and is to be adjusted to the credit of the panchayat union to its general fund. Out of the proceeds of the local cess so collected in every Panchayat Development Block, a sum representing four-ninths of the proceeds shall be credited to the Panchayat Union (Education) Fund. Out of the proceeds of the local cess collected in every panchayat town in a Panchayat Development Block, a sum representing two-ninths of the said proceeds shall be credited to the Town Panchayat Fund. Out of the balance of the proceeds of the local cess collected in the Panchayat Development Block, such percentage as the panchayat union council may fix shall be credited to the Village Panchayat Fund, and the percentage shall be fixed so as to secure as nearly as may be that the total income derived by all the village panchayats in the panchayat union does not fall short of an amount calculated at 20 naye Paise for each individual of the village population in the panchayat union. The balance of the proceeds of the local cess collected in the Panchayat Development Block shall be credited to the funds of the panchayat union council.

2. Local Cess Surcharge is leviable under section 116 of the Panchayat Act, 1958. Most of the panchayat unions have resolved to levy the surcharge. Separately, orders have been issued in G.O. Ms. No. 2280, Rural Development and Local Administration, dated 18th August 1961, prescribing the procedure for the notification of local cess surcharge. The local cess surcharge collected in a panchayat union has to be matched by a local cess surcharge matching grant from the Government. The matching percentage varies from 75 per cent to 150 per cent of the surcharge collected depending upon the classification of the Block as A, B, C and D.

(3) In G.O. No. 644, dated 9th August 1960 in paragraph 9, collection of local revenues has been made part of the normal duties of the Village Officers. Both local cess and local cess surcharge have to be collected by the Village Officers along with the land revenue during Kistbandi. The demand, collection and balance have to be reviewed in the same way as for land revenue by the same machinery.

2. *Existing procedures for collection and adjustment of land cess, education cess and additional surcharge.*—Till now the land cess and education cess are consolidated and is collected along with the land revenue. The consolidated due is shown in a separate column in village registers 9, 10, 12, 13, 14, 14A, 14C, 15, 16, 17 and 18. The remittance into the treasury is done in a lumpsum along with the land revenue under VII-a Land Revenue—Ordinary revenue—in a single chalan. Subsequently on the basis of settled accounts, the cesses due were adjusted to the credit of the District Board and Panchayats (where they existed). Actually the adjustment was by way of monthly advance payments on the basis of anticipated collections and the final adjustment was to be made after the settlement of Jamabandi account. In the State accounts the gross collections appeared as receipt, the adjustments to the local boards as a deduct entry under VII-a—Land Revenue—Ordinary Revenue.

(2) This system has not worked satisfactorily. The final adjustments were not made every year and since the adjustment was only by way of a deduct entry in the State accounts, on the receipt side there was no way of checking at the State level that the yearly adjustments were being carried out.

(3) In respect of additional surcharge, this was levied under the Madras Land Revenue (Additional Surcharge) Act, 1955 and this collection was kept separate from the land cess and education cess in the Village Accounts. The remittance into the treasury was also by a separate chalan and this item appeared as a separate entry in the State Accounts—VII-a—Land Revenue—Ordinary Revenue—receipts under surcharge Act, 1954, receipts under Surcharge Act, 1955. The collection was pooled at the State level and two-thirds was distributed to the District Boards on the population-*cum*-road mileage basis and one-third was distributed to Panchayat on area basis. Here again advance adjustments were made to District Boards at the State level on anticipated collections and subsequently final adjustments were carried out. There was no difficulty in carrying out final adjustments here as the separate receipt entry in the State Accounts showed how much was to be distributed.

3. *Changes to be made in the Village Accounts in the light of G.O. No. 644, R.D. and L.A., dated 9th August* 1960.—From the foregoing it would appear that if the adjustment of local cess and local cess surcharge are to be carried without those difficulties which have so far beset the final adjustment of land cess, then the local cess or cess surcharge should not be clubbed together in accounts with land revenue but should be exhibited as a distinct entry as has been done in the case of surcharge levied under Surcharge Acts, 1954 and 1955. If it is to be ensured that these receipts are booked

under separate detailed heads, it will be necessary that the remittances are done in separate chalans into the sub-treasury and are entered in separate sub chittas. This will necessitate having separate totals of collections of local cess, local cess surcharge not only in the provisional demand but also in Nos. 13, 14, 14A, 14B, 14C, 15, 16, 17 and 18 of the village registers. This could be provided for by opening separate columns for this purpose in all these registers.

(2) The above proposal has the following difficulty in adoption in practice. Normally the Village Officer does not present every ryot with a demand detailing out the break-up of the demand under different heads. Even though such a detailed break-up is worked out in the provisional demand register, the ryot is generally told by the Village Officer what he has to pay and he pays it in instalments during the kistbandi. These instalments are credited against the total demand due from the ryot as a whole and is not apportioned among the different heads in the provisional demand. If provision is to be made for separate remittances into treasury for local cess and local cess surcharge, it will be necessary for the Village Officer to split up instalments of kist paid into the local cess instalment, local cess surcharge instalment and land revenue instalment or in the alternative to post the entire kist instalment tendered against each of the three columns successively, then total up the three columns and send the remittances into the sub-treasury separately.

(3) As against this procedure, the demands under the land revenue, local cess and local cess surcharge could be clubbed together in 10 II and remittances could be made in a single chalan against the total demand due from the village. In either case, since the advances are being made to Panchayat Unions against anticipated collections, the final adjustment will arise only at the time of Jamabandi. The Jamabandi will afford an opportunity for apportioning the collections into the land revenue, the local cess and the local cess surcharge in the same proportion in which the totals under the three heads stand in the settled demand and thereafter carry out marginal adjustments between the advances already credited to the unions and the actual amounts due to them on the basis of actual collections.

4. *Separate information to be furnished to unions.*—It is no doubt necessary in the villagewise separate break-ups of local cess and local cess surcharge should be known to union councils. Arriving at this local cess and local cess surcharge in respect of individual villages will not present any difficulty if only 10 II has separate columns for local cess and local cess surcharge. At present there is a column for land cess which could be replaced by a column for local cess. For local cess surcharge a separate column will have to be provided in addition. It will be necessary for the Panchayat Union to be furnished with the break-up of the demand for local cess and local cess surcharge village-wise so that the Council could watch the adjustments of credits in advance against these demands and also adjust correctly the local cess amounts due to town panchayats. Where a whole village has not been included in a town panchayat it may be necessary to have the break-up of the demand for the portion included in the town panchayat separately from the demand for portions not included in the Panchayat limits.

5. *Adjustments to be watched in administrative supervision.*—If the above were to be accepted there will be minor changes in 10, 11, 12, 13 and 14 and none in respect of other registers. But this system leaves the watching of final adjustment of local cess and local cess surcharge to administrative supervision and does not enable an automatic check to be exercised through accounts figures. If it could be ensured that the break-up of the demand village-wise would reach the Union Office, it could be left to the Union to be vigilant about the final adjustments. A periodical may also be prescribed to watch the final adjustments of local cess and local cess surcharge amounts against the demands on these counts as well as collections. A question may be added to the final jamabandi check memo. to ensure that the village-wise collections of local cess and local cess surcharge have been apportioned and marginal adjustments are being carried out.

6. *New separate detailed heads for adjusting local cess and local cess surcharge.*—It is desirable however to have separate figures of local cess and local cess surcharge adjusted to the credit of the Unions year after year. It is possible to get these figures booked in accounts by prescribing two separate detailed heads of accounts in adjusting the credits in advance. This will mean that all receipts under land revenue, local cess and local cess surcharge will get booked under respectitve detailed heads of receipts under VII-a—Land Revenue as at present. But the advance adjustments of credits of local cess and local cess surcharge will be booked separately under two sepaate detailed heads—

Deduct—Payments to Panchayat Unions of local cess.

Deduct—Payments to Panchayat Unions of local cess surcharge.

PANCHAYAT UNIONS—MAINTENANCE OF ACCOUNTS—CERTAIN REGISTERS AND FORMS PRESCRIBED.

A few Panchayat Union Commissioners have brought to the notice of the Government, that the following forms and registers required for maintaining accounts in the Panchayat Union Councils have not been included in the list of forms and registers prescribed in paragraph (3) of the Manual of Instructions for the maintenance of Accounts in Panchayat Unions and have requested orders prescribing them :

(i) Miscellaneous receipt.

(ii) Provisional receipt.

(iii) Register of cheques received.

2. The Examiner of Local Fund Accounts who was consulted in the matter, has suggested that the above mentioned forms and registers may be prescribed for the use of Panchayat Unions. The

Government accept the suggestion of the Examiner and accordingly direct that the forms and registers referred to above, should be maintained by the Panchayat Unions in the specimen forms annexed to this order.

3. The above forms and registers will be assigned the serial numbers 85, 86 and 87, respectively, in the list of forms and registers prescribed in the appendix to the manual of instructions for the maintenance of accounts in panchayat unions.

4. The Controller of Stationery and Printing, Madras, is requested to arrange for the printing and supply of the required number of forms on receipt of the indents from the Panchayat Union Commissioners.

ANNEXURES.

FORM OF MISCELLANEOUS RECEIPT.

P.U. Form No. 85. P.U. Form No. 85.

Miscellaneous Receipt. *Miscellaneous Receipt.*

1. Receipt number Station:
2. Name: Sri.................. Receipt number........, dated........19
3. Address:
4. Purpose:
5. Amount: Rs..............
6. Date of collection.. ....19.. Received from Sri...................
(Address)

(Initial)

(Designation) the sum of rupees ( ) on account of

Date of credit ....19..

(Signature)

(Designation)

Clerk

FORM OF PROVISIONAL RECEIPT.

(To be printed in both foils and counterfoils.)

P.U. Form No. 86.

.... Panchayat Union office,

Dated ....19..

Number.............

Received from

Cheque for rupees.

Account of

Proper receipts will be issued on realization of the cheque.

Initials:

(Designation)

(By order)

Manager.

117-57—19

REGISTER OF CHEQUES RECEIVED........................

PANCHAYAT UNION COUNCILS.

P.U. Form No. 87.

Serial number.	Provisional receipts number and date.	From whom received.	Purpose (here enter the description of tax or dues for which cheque was sent.	Cheque number and date and the bank in which it was drawn.	Amount.	Intials of Commissioner.
(1)	(2)	(3)	(4)	(5)	(6)	(7)

Date of encashment.	Bank commission, if any.	Net amount realized.	Date of credit.	Initials of Commissioner.	Remarks.
(8)	(9)	(10)	(11)	(12)	(13)

(G.O. Ms. No. 2867, Rural Development and Local Administration dated 27th October 1961.)

PANCHAYATS AND PANCHAYAT UNION COUNCILS—VILLAGE PANCHAYAT CONSOLIDATED FUND—LOSS OF PAY ORDER BOOKS—PROCEDURE.

According to the instructions issued in the appendix to G.O. No. 1428, L.A., dated 24th August 1960, for the maintenance of Village Panchayat Consolidated Fund Moneys will be drawn from the Panchayat Union Cash Chests by the President of the village panchayats by presenting a pay order in Form V.P.C.F. No. 2. For this purpose, the Presidents have been supplied with pay order books.

2. The following procedure is prescribed to be followed in the case of the loss of pay order book of a blank pay order form :—

"Whenever a pay order book or a blank pay order form is lost, the Panchayat Presidents should immediately intimate the loss to the Panchayat Union Commissioner concerned, furnishing the numbers of the lost pay order book or form. The Panchayat Union Commissioner should at once stop payments on all pay orders drawn on forms, bearing any of those numbers. The Panchayat Union Commissioner should also make necessary entries in the stock account of pay order books, regarding the loss.

(Memorandum No. 195522/R.D. (Accts-E) 61-2, dated 6th November 1961.)

PANCHAYAT UNIONS—MAINTENANCE OF ACCOUNTS—CERTAIN REGISTERS—FORM—PRESCRIBED.

In the G.O. Ms. No. 2867, Rural Development and Local Administration, dated 27th October 1961, orders have been issued prescribing the following registers and forms to be used by the panchayat union councils :—

(i) Miscelaneous receipt—Panchayat Union Form No. 85.

(ii) Provision receipt—Panchayat Union Form No. 86.

(iii) Register of cheques received—P.U.F. No. 87.

2. The following instructions are issued for the guidance of the Panchayat Union Commissioners :—

(i) In respect of remittance of dues into the Panchayat Union office either by parties or by the Field Officers, no miscellaneous receipt need be issued to the parties as one copy of the receipted chalan handed over to them will serve the purpose of miscellaneous receipt.

(ii) In respect of collections dues, such as market fees and other lease amounts by the Field Officers, the miscellaneous receipts may be issued to the parties then and there by the Field Officers.

(iii) In respect of payments made by cheques by the parties into the Panchayat Union office, a provisional receipt may be issued to the parties immediately and on realisation of the cheques a miscellaneous receipt may be issued to the parties from the Panchayat Union office.

(Memorandum No. 21833 (R.D.) (Accts.E) 61-1, dated 13th November 1961.)

COMMUNITY DEVELOPMENT PROGRAMME—LOANS AND ADVANCES—MAINTENANCE OF LOAN LEDGERS—LOANS FOR SEEDS AND MANURES—HANDING OVER OF LOAN RECORDS TO TAHSILDARS—CLARIFICATION—ISSUED.

In G.O. Ms. No. 292, Rural Development and Local Administration, dated 12th April 1960, it was ordered that is respect of loans under Short Term Credit Facilities and under Intensive Manuring Scheme for seeds and manures the loan records and the loan ledger in Form 48 might be transferred by the Block Devlopment Officers to the Taluk offices immediately after the end of each half-year, i.e., in January and July.

2. The Collector of South Arcot, has reported that in respect of Intensive Manuring Scheme loans and loans for the purchase of seeds and manures granted from January onwards are recoverable in one instalment along with the March kist and that it is found to be difficult to collect arrears in time, if the loan ledgers are sent after the end of the half-year, i.e., in July. He has, therefore, suggested that the ledgers in these cases may be sent at the end of each month instead of at the end of the half year

3. The Board of Revenue (Land Revenue) has reported that Intensive Manuring Scheme loans and loans for the purchase of seeds and manures are granted mostly in the first half of a fasli and that only when the season is very favourable and when there is prospect of a second crop, there is likelihood of demand for these loans in January or February but not later. The Board has also reported that the amounts disbursed in January or February are, therefore, likely to be considerably smaller compared to the disbursements made during the first half of the fasli and that it should not be very difficult to send the loan ledgers in such cases at the end of each month until the end of the last kist month of the district. The Board has reported that there will not be any necessity to send the ledgers after the kist month and before the end of the half year since the loans are ecoverable in the kist months and not later. In the circumstances, the Board has recommended that the instruction issued in G.O. Ms. No. 292, Rural Development and Local Administration, dated 12th April 1960, may be modified so as to require the lock Development Officers to send the short-term loan ledgers and records to the Taluk offices at the end of each month in the first half of the calendar year till the last kist month.

4. The Government accept the recommendation of the Board of Revenue (Land Revenue) and direct that the short-term loan ledgers and records be transferred by the Block Development Officers to the Taluk offices at the end of each month in the first half of the calendar year till the last kist month of this district. The loan ledgers and records in respect of the months following the kist month. the Government direct that they should be transferred once in July before 15th of that month (for the loans sanctioned after kist month up to 30th June) and next in January before 15th of that month (for the loans sanctioned from July to 31st December).

(G.O. Ms. 3024, Rural Development and Local Administration, dated 13th November 1961.)

LOANS—LOANS TO LOCAL BODIES FOR REMUNERATIVE ENTERPRISES—ADDITIONAL PARTICULARS REQUIRED BY GOVERNMENT—INTIMATED.

The Government consider that the local bodies should furnish information regarding the income expected to be derived from the proposed work for which the loan is applied for and the phasing of expenditure and other relevant points.

2. The Executive Officers/Commissioners of the Town Panchayats/Municipalities are, therefore, informed that they must furnish the particulars required by the Government in the *pro forma* appended to this Memorandum in addition to the usual particulars required to be furnished by them with the loan applications.

3. Loan applications which do not contain the above additional particulars will be summarily rejected. The particulars thus furnished should be clear, precise, pertinent to the point but elaborate wherever necessary and not ambiguous.

(Memorandum No. 111883/F-2/61-3, Rural Development and Local Administration, dated 15th November 1961.)

APPENDIX.

Statement of additional particulars to accompany loan applications.

(a) Whether the local body is in a position to meet the entire expenditure from its own resources? If so, why it is proposed to meet it from loan funds?

(b) Whether the local body is in a position to meet the entire expenditure over and above the Government loan applied for from its own resources.

(c) Whether the plan, estimates, technical sanction, etc., have been prepared and approved by the authorities concerned and are ready in hand so that the work on the proposed enterprise can be started as soon as the loan amount is drawn.

(*d*) Detailed particulars regarding the phasing of the expenditure.

(*e*) The additional fees if any, that are proposed to be levied.

(*f*) The annual income that is expected to be derived from the proposed work and the annual expenditure that will have to be incurred for maintaining this proposed work.

(*g*) Whether the local body is willing to repay the loan in a shorter period as may be fixed by the Government after consideration of the return from the enterprise.

(*h*) Whether any cash investments have been made by the local body from surpluses in the past; and, if so, the amounts and the manner of such investments as well the income derived from each indicating the rate of interest.

(*i*) Detailed particulars regarding the previous loans received from Government for this or other similar purposes and also whether they have been utilized fully by this time; if not, the specific reasons for not utilized them.

(*j*) The total amount of unutilized balances, if any, from loans taken from the Government previously.

(*k*) A short note regarding the proposed work for which the loan is applied for. (Detailed particulars regarding the absolute and relative necessity of such work should be given, i.e., if the loan applied for is for the construcion of a bus-stand/market, it must be clearly noted whether the proposed bus-stand/market is the first bus-stand/market to be constructed or whether this is an addition to the existing ones; similarly, whenever loans are applied for, for improvements to the existing projects, the specific reasons necessitating the improvements must also be given.)

(l) A statement showing the demand, collection and balances relating to all taxes and fees levied by the local body for the last three financial years ending with the financial year immediately preceding the year in which the loan application is submitted and the reasons for heavy arrears in collection, if any.

(Memorandum No. 11183/F-2/61-3 Rural Development and Local Administration, dated 15th November 1961.)

PANCHAYAT UNION COUNCILS—MAINTENANCE OF ACCOUNTS—DRAWAL OF SELF CHEQUES BY THE COMMISSIONER ON LOCAL FUND ACCOUNT I FOR SUMS LARGER THAN Rs. 300—FURTHER INSTRUCTIONS.

According to the instruction issued in paragraph 5 (*d*) of Memorandum No. 160974/L2/60-2, Local Administration, dated 15th September 1960, the Panchayat Union Commissioner cannot draw self cheques for amounts more than Rs. 300 for operating on the Local Fund Deposit Account-I, excepting in the following cases :—

(i) For making adjustment between Local Fund Deposit Accounts I and II.

(ii) Disbursement of salary of the staff, on the first of every month.

2. It has been brought to the notice of the Government that even after the first of every month, the Panchayat Union Commissioner requires moneys exceeding Rs. 300 for making certain other payments and that the restriction of Rs. 300 imposed for drawal of self cheques really handicaps the smooth and quick monetary transaction of the Panchayat Union Commissioner. It has therefore been suggested that the above restriction may be removed.

3. The Government have examined the matter in consultation with the Examiner of Local Fund Accounts and consider that it would not be advisable to remove the restriction altogether at this stage but that the restriction may be relaxed in other specified types of payments. The Government accordingly direct that the Panchayat Union Commissioner may draw self cheque on Local Fund Deposit Account-I for sums exceeding Rs. 300 for making payments during the course of the month, as and when necessity arises, in the following cases also, in addition to the exceptions referred to in paragraph 1 above:—

(i) Festival Advance to the members of the staff.

(ii) Loan from Provident Fund Account to the staff.

(iii) Arrears of salary to the staff.

(iv) Payment of insurance premia from Provident Fund accumulations.

(v) To deposit provident fund recoveries in the Post Office Savings Banks Account.

(vi) Travelling Allowance for the members of the Union Council and the establishment of the Union.

(Memorandum No. 139424/RD. Accounts-E/61-2, Rural Development and Local Administration, dated 18th November 1961.)

VILLAGE WORKS PROGRAMME—RURAL WATER-SUPPLY WORKS—CONTRIBUTION PARTICULARS—REGARDING.

According to the orders issued in G.O. Ms. No. 664, Rural Development and Local Administration, dated 16th August 1961, the rate of public contribution for Rural Water-Supply Works executed under the Vilage Works Programme is 25 per cent of the cost of each ork and the balance 75 per cent will be met from the Government grant. Normally the Central share of contribution for all works executed under the Local Development Works and Community Development Programme is 50 per cent of the cost of each work. The questions therefore arose as to how the balance contribution of 25 per cent should be met.

2. The question was considered by the Government and they direct that the difference between the Central grant and the total Government share, viz., 25 per cent of cost in respect of Rural Water-Supply Works wil be met form the State funds.

3. The Collectors, Panchayat Union Commissioners and Block Development Officers, etc., are requested to indicate the break-up particulars for the Government share of expenditure, viz., Central and State distinctly in the appropriate columns in the annexure to all the sanction proceeding relating to Rural Water-Supply Works sanctioned under the Village Works Programme.

(G.O Ms. No. 3130, Rural Development and Local Administration dated 23rd November 1961.)

ACT—THE MADRAS PANCHAYATS ACT, 1958—LEVY OF LOCAL CESS SURCHARGE UNDER SECTION 116 OF THE ACT—COLLECTION IN THE THIRD BATCH PANCHAYAT UNIONS—INSTRUCTIONS—ISSUED.

With reference to his letter HAP/56111/61, dated 24th October 1961, the Collector of North Arcot is informed that there is no legal objecions to the levy and collection of local cess surcharge in full for the current fasli year 1371 in the case of the third batch of Panchayat Unions which were constituted with effect from 2nd October 1961 along with land revenue. The Commissioners of the panchayat unions of the third batch may be informed accordingly.

(Memorandum No. 208837,/RD. Accounts-C/61-2, dated 2nd December 1961.)

PANCHAYAT UNION COUNCILS—NORTH ARCOT DISTRICT—VEMBAKKAM PANCHAYAT UNION—ENTRUSTMENT OF NATIONAL EXTENSION SERVICE SCHEME OF COMMUNITY DEVELOPMENT—CERTAIN CLARIFICATIONS.

In the letter No. BL. 28976/61, dated 21st June 1961, the Collector of North Arcot has forwarded the letter of the Commissioner, Vembakam Panchayat Union, North Arcot district, who has sought for clarifications on th following points :—

(i) Whether for expenditure relating to 'Agriculture and Animal Husbandry', 'Khadi', 'Rural Arts, Crafts and Industries', 'Social Education', 'Health and Rural Sanitation', 'Education', etc., for which a consolidated cash book is maintained under the Block set up will be recorded in the Local Fund Cash Book and cheques issued to the parties.

(ii) Apart from maintaining the production fund cash book whether it is necessary to maintain 'Main Cash Book' for recording the transactions of 'Rural Arts, Crafts and Industries' and all other matters relating to Block Headquarters and Public Health Centres.

(iii) Whether grants will be allocated under each head as it is done under the Elementary Education and expenditure has to be incurred by the Panchayat Union according to the heads of account for which grant is sanctioned.

(iv) Whether the pay of one Road Inspector so far met from the funds should be continued to be debited to State Funds or from the allotment to be communicated under the head ' Communication '.

(v) Whether the provisions indicated in Government Memorandum No. 171844/Accts.-A/60, dated 4th October 1960 under ' Social Education ', ' Health and Rural Sanitation ' including Women's Programme, communication and school building will be included in the schematic budget allotment for 1961–62 or excluded.

(vi) Whether receipts for the contribution received from the public have to be issued in form C.F. 61-A of Panchayat Union chalan for No. 5.

2. The following clarifications are issued :—

Item (i) above.—In respect of items under several schematic heads of account under Community Development entrusted to the Panchayat Unions, the expenditure on these items, have to be met from the Panchayat Union Funds. The financial and accounting procedure have to be followed, as detailed in the Manual of Instructions for the maintenance of accounts of the Panchayat Unions. As regards schemes under ' Rural Arts, Crafts and Indusries ', attention is invited to the orders issued in G.O. Ms. No. 964, Rural Development and Local Administration, dated 1st April 1961 and G.O. Ms. No. 1864, Rural Development and Local Administration, dated 5th July 1961. The expenditure under ' Rural Arts, Crafts and Industries ' will have to be met from the funds allotted by the State Khadi and Village Industries Board in their proceedings No. 236, dated 10th July 1961.

All transactions debitable to the Panchayat Union Funds will have to be recorded in the Panchayat Union Cash Book and payments made by cheques.

Item (ii) above.—As regards ' Rural Arts, Crafts and Industries ', attention is invited to paragraph 2 (i) abovve. In respect of items not entrusted to the Panchayat Unions like Block Headquarters, Primary Health Centres, etc., the instructions in paragraph 4 (iii) of G.O. Ms. No. 841, Rural Development and Local Administartion, dated 21st March 1961 wherein it was stated that the existing forms and accounting procedure prescribed in G.O. Ms. No. 1512, Public (Rural Development Project), dated 18th May 1959 will have to be followed till revised accounting instructions are issued.

Item (iii) above.—There will be only one fund for the Panchayat Union deposited with the treasury as Local Fund Deposit Account I and the sub-classification like the General Funds, Education Funds, and the Production Funds are all for purposes of classification of expenditure. The various grants-in-aid sanctioned by the Government are to be credited to the Panchayat Union Funds in Local Fund Deposit Account No. I. For taking credits

under accounts the respective grants-in-aid have to be exhibited under the relevant heads of accounts. Regarding the programme of expenditure, the instructions issued in G.Os. Ms. No. 664, Rural Development and Local Administration, dated 16th August 1960 and No. 211, Rural Development and Local Administration, dated 25th January 1961 have to be followed.

Item (iv) above.—The attention of the Collector of North Arcot district is invited to the orders issued in G.O. Ms. No. 2455, Rural Development and Local Administration, dated 8th September 1961.

Item (v) above.—The statement of the Commissioner is vague. It is not clear what he means by 'Schematic Budget' allotment for 1961–62. If he means the State Budget allotment for the execution of Community Development Programme, he may be informed that the Budget allotment already sanctioned is for incurring expenditure for the *whole year on items of Community Development Project not entrusted up to the date of entrustment.* From the date of entrustment, expenditure on items of Community Development Project entrusted will have to be met from the Panchayat Union funds and the Panchayat Union funds will be reimbursed by grants-in-aid in due course.

Items (vi) above.—Up to the date of entrustment, contributions received from the public have to be credited to the State funds under the head 'XXXVI-A. Community Development Project, National Extension Service and Local Development Works—Receipts under Community Development Project, etc. ", and the form C.F. No. 61-A should be used and from the date of entrustment, contributions from public have to be credited to the Panchayat Union funds and chalan (Panchayat Union form) should be used for remittance into the Treasury to the credit of Local Fund Deposit Account No. I.

(Memorandum No. 119477/R.D. Accounts-C/61-2, dated the 8th December 1961.)

EDUCATION—ELEMENTARY—PANCHAYAT UNIONS—THIRD BATCH—PAYMENT OF TEACHING GRANTS TO THE AIDED SCHOOLS—COMMISSIONERS TO TAKE EXPEDITIOUS ACTION FOR PROMPT PAYMENT—INSTRUCTIONS—ISSUED.

The attention of all the Panchayat Union Commissioners of the Third Batch is invited to the provisions contained in paragraph 3 of the Annexure to G.O. Ms. No. 2075, Education, dated 25th September 1960 and paragraph 1 of the Government Memorandum No. 182895/R.D. Accts. C/61-1, dated 19th September 1961. In G.O. Ms. No. 2075, Education, dated 25th September 1960 it has been envisaged that the teaching grants to the aided elementary schools will also be given by the Panchayat Unions on the basis of the bills scrutinised and passed by the District Educational

Officers. In the Government Memorandum No. 182895/R.D. Accts-C/61-1, dated 19th September 1961, the Panchayat Union Commissioners, were informed that the above system will be brought into operation with effect from 1st January 1962.

2. The Panchayat Union Commissioners of the Third Batch are therefore requested to take expendtious action for making payments of teaching grants to the managements of the aided schools promptly so as to enable them to disburse the salaries of the teachers of aided schools on 1st January 1962 positively. They are informed that serious view will be taken if complaints are received regarding non-payment or delay in payment. To facilitate the above, the District Educational Officers concerned may be reminded in advance to scrutinise the teaching grants bills and send them sufficienty in advance to enable the Panchayat Union Commissoners to make payments on or before 25th of each month.

(Memorandum No. 236953A/R.D. Accounts-C/61-1, dated 8th December 1961.)

PANCHAYAT UNIONS—MAINTENANCE OF ACCOUNTS—TRAVELLING ALLOWANCE OF MEMBER OF PANCHAYAT UNION COUNCIL—AMENDMENT TO PANCHAYAT UNION FORM No. 36—REGARDING.

In G.O. Ms. No. 259, Local Administration , dated 30th January 1961, orders have been issued that the Panchayat Union Commisioners should scrutinise, pass, claim and disburse the travelling allowance to the Chairman, vice-chairmen and members of the Panchayat Union Councils. In view of the above orders, the following amendment is issued to Panchayat Union Form No. 36—Attendence register of the Members of the Panchayat Union Council :—

AMENDMENT.

" For the words ' Chairman ' and ' vice-chairman ' in columns (4) and (5) of the attendance register of Members of Panchayat Union Council (Panchayat Union Form No. 36), *substitute* the word ' Commissioner '."

(Memorandum No. 74175/R.D. Accounts-E/61-5, dated the 12th December 1961.)

COMMUNITY DEVELOPMENT PROGRAMME—LOANS—ALLOTMENT OF FUNDS TO BLOCKS—PROCEDURE—PRESCRIBED.

The present procedure.—In Community Development Block areas, loans have hitherto been granted to Agriculturists by the Block authorities from the Block Schematic Budget under ' Irrigation and Reclamation ' and also from the normal provision of Takkavi allotment available with the Collectors. A separate

provision of Rs. 3 lakhs was allotted by the Government in Rural Development and Local Administration Department for issue of short-term loans for all purposes coming under 'Land Improvement and Agriculturists Loans Act' for each of the Stage I Blocks. No separate provision was made by Government for issue of short-term loans in Stage II Blocks. In Stage II Blocks, the requirements of short-term loans were met out of the provision of Takkavi allotment available with the Collectors. The provisions set apart by the Collectors from the Takkavi allotment under 'Land Improvement and Agriculturists Loans Act' to be distributed in Block areas and the provision made by the Rural Development and Local Administration Department for issue of short-term loans in Stage I Blocks were over and above the loan provision in the Block Schematic Budget.

2. *Financing arrangements.*—These loans were being debited to the following heads of accounts :—

A. Loans and advances by the State Government—Loans to private parties, etc.—Advances to cultivators—Loans under Land Improvement and Agriculturists Loans Act.

B. Loans under Community Development Programme—

(i) Loans for Irrigation, Reclamation, etc.
(ii) Loans for providing short-term credit facilities.

The loans to the extent provided in the Block Schematic Budget were debited to Head B (i) above and the balance of the amounts were debited to either A or B (ii). The Board of Revenue (Land Revenue) controls the loans under the heads of accounts under category A above and the Rural Development and Local Administration Department control category B above. Assistance in the form of loan was received from the Central Government only in respect of the amounts spent under category B (i) and the balance of the funds were found by the State Government.

3. *Need to abolish distinction between Block and non-Block areas.*—The entire State has been covered by the Panchayat Unions and the formal introduction of the Community Development Scheme will be completed by October 1963. The formulation of Panchayat Development Schematic Budget does away with the distinction between a Community Development Block and a non-Block area in respect of local area development schemes. Therefore, there is no longer any justification for drawing a distinction between Block and non-Block areas in respect of making available credit to Agriculturists. In consultation with the Board of Revenue, the Government have, therefore, decided that there should be only one head of account to which all loans disbursed to agriculturists by both the Revenue and Block agencies should be debited and that the controlling authority for all loans should appropriately be the Board of Revenue (Land Revenue).

4. *The new arrangements.*—In pursuance of this decision, the Government pass the following orders :—

(1) (*a*) The head of account 'Loans under Community Development Programme' be abolished with effect from 1st April 1962.

(*b*) The loans to agriculturists through Revenue and Block agencies granted on or after 1st April 1962 be accounted for under 'Loans and advances by the State Government—*d.* advances to cultivators—B. Loans under the Land Improvement Loans Act and Agriculturists Loans Act'.

(2) All allotments of loans at present being granted through the Revenue and Block agencies be made by the Board of Revenue (Land Revenue) which shall be the budgetary controlling and estimating authority.

(3) All Block Development Officers should apply for allotments to the Collector of the district through the Revenue Divisional Officer who would in turn obtain the allotments from the Board of Revenue (Land Revenue).

5. *New Well Subsidy Scheme extended to Block Areas.*—There is a provision for payment of 25 per cent subsidy for new irrigation wells in the Block Schematic Budget under the head 'Irrigation and Reclamation'. Similarly in the non-block areas there is a New Well Subsidy Scheme which provides for a subsidy of 25 per cent. The non-loan provision available in the block Schematic Budget for grant of subsidy on loans issued out of Block budget has since been merged with the Agricultural grant and entrusted to Panchayat Unions. There is no case therefore for continuing two separate schemes for identical purposes; one in the Blocks and the other outside the Blocks. The separate scheme of granting subsidies for wells in the Blocks will therefore be withdrawn. The Government direct that the New Well Subsidy Scheme sanctioned in G.O. Ms. No. 2595, Food and Agriculture, dated 18th July 1961 for non-Block areas be extended to the Block areas also. The Board of Revenue (Food Production) will be incharge of this scheme. The Board of Revenue (Food Production) is requested to issue necessary instructions in the matter. The appropriation required in all areas for this purpose viz., the New Well Subsidy Scheme should be consolidated by the Board of Revenue (Food Production) in consultation with the Collectors who will obtain necessary provision from Government in the Food and Agriculture Department. (The plan provision for this be suitably enhanced.)

6. For the purpose of claiming central assistance, it is necessary to have figures of expenditure incurred in individual Blocks. The Board of Revenue (Land Revenue) will submit quarterly state-

ments in regard to loan disbursed out of the provision made under 'Land Improvement and Agriculturists Loans Act' in various Blocks.

(G.O. Ms. No. 3300, Rural Development and Local Administration, dated 15th December 1961.)

ACCOUNTS—PANCHAYAT UNION ANNUAL ACCOUNT—FORM OF RECEIPTS AND CHARGES—(PANCHAYAT UNION FORM No. 82)—OPENING OF NEW SUB-HEADS—ORDERED.

According to the orders in G.O. Ms. No. 2075, Education, dated 27th September 1960, the expenditure incurred towards the payment of grants to midday meals committees and towards the payment of grants to mid-day meals committees and towards the cation Funds of the Panchayat Unions. At present, there are no proper sub-heads in the Panchayat Union Annual Account Form (P.U. Form No. 82) to exhibit the above two items of expenditure. The Examiner of Local Fund Accounts, Madras has therefore suggested that necessary sub-heads may be opened in the Panchayat Union Account Form (P.U. Form No. 82). The Government accept the suggestion of the Examiner of Local Fund Accounts and direct that the following two sub-heads be opened in the Panchayat Union Annual Account Form (P.U. Form No. 82).

2. After the existing head under subsidiary accounts 14. Investment made' under 'B. Education Funds Accounts—Expenditure Oridinary' a new sub head "15. Adult Education including payment of grants to adult schools" may be opened.

3. After the existing head '8. Other charges" including petty construction of under Subsidiary Accounts 'C. School meals account—Expenditure Ordinary' a new sub-head. '9 Grant to mid-day meals commitees' may be opened.

(G.O. Ms. No. 3314, Bural Development, dated 16th December 1961.)

ACTS—MADRAS PANCHAYATS ACT, 1958—CLASSIFICATION OF DEVELOPMENT BLOCKS FOR PURPOSES OF PAYMENTS OF GRANTS TO PANCHAYAT UNION COUNCILS—NILGIRIS DISTRICT—ORDERS—ISSUED.

Based on the recommendation of the Local Finance Sub-Committee regarding the classification of blocks with reference to Village Land Revenue per capita, orders were issued in G.O. Ms. No. 613, Rural Development and Land Administration,

dated 3rd March 1961 alloting the number of books in each class for each development district except for Kanyakumari, Nilgiris and Shencottah Block in Tirunelveli district.

2. After further consideration, the Government have now decided to put all the four panchayat development blocks constituting the former Nilgiris District Board into 'D' Class so far as 1961–62 is concerned. Orders regarding the classification of blocks in Kanyakumari district and Shencottah Block in Tirunelveli district will be issued separately.

3. The classification for the year 1961-62 will be only provisional The regular quinquennial classification to be in force for the years 1962–63 to 1966–67 will be effected towards the end of 1961–62, after taking into account the population data yielded by the 1961 census. The provisional classification now made should be used for purposesof payment of Local Surcharge Matching Grant The same provisional classification should be used also for purpose of sanctioning grant for link roads and recovering contributions from the people towards expenditure on such link roads. The contribution expected of the people in respect of link roads will be 50 40, 30 and 20 per cent, respectively, for 'A', 'B', 'C' and 'D' classes of blocks–vide paragraph 34 of Annexure II of G.O. No. 664 Rural Development and Local Administration, dated 16th August 1960.

4. This provisional classification will not apply for the year 1961-62 in respect of the Local Education Grant which will be made on the basis of net cost system which was in force in respect of district boards.

5. The regular quinquennial classification will become effective for all purposes from the year 1962–63.

(G.O. Ms. No. 3352, Rural Development and Local Administrntion, dated 21st December 1961.)

ACCOUNTS—PANCHAYAT UNIONS—PROCEDURE FOR FINANCIAL ASSISTANCE—PAYMENTS OF GRANTS ON POST EXECUTION BASIS—FORM OF SANCTION ORDER TO BE ISSUED BY THE REVENUE DIVISIONAL OFFICER/DISTRICT AGRICULTURAL OFFICER—PRESCRIBED.

With reference to G.O. Ms. No. 2228, Rural Development and Local Administration, dated 9th August 1961 and G.O. Ms. No. 2460, Rural Development and Local Administration, dated 8th September 1961, the following grants have to be sanctioned to the panchayat unions on post execution basis :—

1 Village Works Grant.
2 Social Education Grant.
3 Women and Children Welfare Grant.
4 Agricultural Grant.

Except the Agricultural Grant which is to be disbursed at quarterly intervals all other grants are to be reimbursed every month. The Government therefore consider that standarized form for the issue of the above grants should issue in the form annexed. The fair copies of the sanction order should be signed personally by the Revenue Divisional Officer/District Agricultural Officer, as the case may be.

ANNEXURE.

No.

Office of the R.D.O. / D.A.O.

Dated

From

The R.D.O./D.A.O.

....

To

The Sub-Treasury Officer.

....

Under instruction 2 of Treasury Rule 17 of the Madras Treasury Code, Volume 1, I hereby authorize you to pay the Commissioner, Panchayat Union, ...on the authority of (i) this order and (ii) the duly receipted bill (in M.T.C. Form No. 40) attached, the sum of Rs. (rupees ....)

2. The amount should be paid by book adjustment to the accounts of the panchayat union in Local Fund Deposit Account No. I maintained at your treasury or Sub-Treasury and no cash payment should be made. The amount represents the * Village Works Grant (†)/Social Education Grant/Women and Children Welfare Grant/for the month of ..../Agricultural Grant/for the quarter ending .... and is debitable to " ....".

3. The fact of adjustment should be reported to the Collector of .... and the Accountant-General with a certificate of payment throuh the Treasury Officer under intimation to this office then and there.

Revenue Divisional Officer
District Agricultutral Officer

Copy to the Commissioner. Panchayat Union through the Chairman.
" Accountant-General, Madras.
" Collector of.. ......

NOTE.—Under instruction 2 of Treasury Rule 17 of Madras Treasury Code, Volume I, the grant should be adjusted on the authority of this authorization and no authorization is necessary from the Accountant-General, Madras.

Village Works Grant.—The order sanctioning the Village Works Grant should specify the category of work to which the reimbursement relates. The Heads of Account have been indicated in paragraphs 3 and 5 of Memorandum No. 154036/R.D. Accounts, A/61-1, dated 5th September 1961.

* Strike out portions not applicable.
† The category of the Village Works should be specified.

Agriculture Grant.—Heads of accounts are indicated in paragraphs 6-1 and 6-3 of Annexure III to G.O. Ms. No. 2460, Rural Development and Local Administration, dated 8th September 1961.

Women and Children Welfare Grant and Social Education Grant.—Head of debit.—" 47. A. Community Development Projects.—National Extension Service and Local Development Works—(*b*) Development Schemes—Schemes in the Third Five-Year Plan—C.D.P. VI—Social Education—Grantts to Panchayat Unions."

(Memorandum No. 221263, Rural Development Accounts-Special/61-2, dated 21st December 1961.)

COMMUNITY DEVELOPMENT PROGRAMMES—LOANS AND ADVANCES—GRANT OF SUBSIDY—CLARIFICATION OF.

In G.O. Ms. No. 29, Rural Development and Local Administration, dated 4th January 1961, orders were issued integrating the New Well Subsidy Scheme obtaining in the Block and non-Block areas and prescribing a unified produre n the matter. Subsequently, in Memorandum No. 114577, P-2/61-3, dated 19th August 1961, it was clarified that no subsidy should be allowed in respect of loans granted from block funds subsequent to 4th January 1961 or from the date of receipt of G.O. Ms. No. 29, Rural Development and Local Administration, dated 4th January 1961.

2. The Collector of Coimbatore has reported that the order in G.O. Ms. No. 29, Rural Development and Local Adiministration, dated 4th January 1961, and did not prohibit the payment of subsidy in respect of new wells from the block budget and that only in G.O. Ms. No. 838, Rural Development and Local Administration, dated 21st March 1961, it was specifically directed that no subsidy should be paid along with any of the loans. He has, therefore, reported that the crucial date for the ban on payment of subsidy in block areas can be the date of receipt of G.O. Ms. No. 838, Rural Development and Local Administration, dated 21st March 1961 and has requested that necessary clarification may be issued in the matter.

3. The intention of the Government in issuing orders in G.O. Ms. No. 29, Rural Development and Local Administration, dated 4th January 1961, is that no subsidy should be granted on loans issued from block funds from the date of the order. The orders issued in G.O. Ms. No. 838, Rural Development and Local Administration, dated 21st March 1961, relate to the entrustment of Community Development activities to the first batch of panchayat unions. The date of this order cannot be taken as crucial date in respect of II and III batches of panchayat unions. The Government, therefore, consider that there is no need to modify the clarifications issued in Memorandum No. 114377, P-2/61-3, dated 19th August 1961.

(Memorandum No. 236405-P-2/61-1, dated 22nd December 1961.)

PANCHAYAT UNIONS—THIRD BATCH—ENTRUSTMENT OF N.E.S. SCHEME OF C.D. UNDER SECTION 66 OF THE MADRAS PANCHAYATS ACT, 1958—INSTRUCTIONS REGARDING FINANCIAL AND ACCOUNTING PROCEDURE—ISSUED.

G.O. Ms. No. 838, Rural Development and Local Administration, dated 21st March 1961,Government directed that the execution of N.E.S. Schemes of C.D. shall be entrusted to the three batches of panchayat unions as noted below subject to certain restrictions and stipulations:—

I batch of panchayat unions—1st April 1961.
II batch of panchayat unions—1st July 1961.
III batch of panchayat unions—1st January 1962.

2. In G.O. Ms. No. 841, Rural Development and Local Administration, dated 21st March 1961, the financial and the accounting procedure to be followed in respect of the schemes of C.D. entrusted as well as not entrusted to the panchayat unions on the dates specified above has been set out in detail and in G.O. Ms. No. 3434, Rural Development and Local Administration, dated 30th December 1961, the execution of N.E.S. Scheme of C.D. has been entrusted to the III batch of panchayat unions with effect from 1st January 1962.

3. The Government wish to reiterate that the instructions issued in paragraphs 2 to 5 of G.O. Ms. No. 841, Rural Development and Local Administration, dated 21st March 1961 (copy enclosed) will apply in respect of the III match of panchayat unions as detailed in annexure to this Order with effect from 1st January 1962.

(G.O. Ms. No. 5, Rural Development and Local Administration, dated 1st January 1962.)

ANNEXURE.

Name of block.

North Arcot district.

1 Chengam.
2 Kandili.
3 Mandanoor.
4 Arkonam.
5 Pernambat.
6 Kilpennathur.
7 Wandiwash.
8 Anakavur.
9 Kasthambadi.
10 Timiri.
11 Pudupalayam.
12 Tandarampet.
13 Vaniyambadi.
14 Alangayam.
15 Katpadi.
16 Gudiyatham.

Name of block.

North Arcot district—cont.

17 Anaicut.
18 Vellore.
19 Tiruvannamalai.
20 Thellar.

South Arcot district.

21 Tiruvennainallur.
22 Olakkur.
23 Vanur.
24 Mogaiyur.
25 T. Vallam.
26. Vikravandi.
27 Kandamangalam.
28 Tirukoilur.
29 Kattumannarkoil.
30 Komarakshi.

Name of block.

South Arcot district—cont.

31 Mylam.
32 Vridhachalam.
33 Kammapuram.
34 Sankarapuram.
35 Rishivendiam.
36 Cuddalore.
37 Nellicuppam.

Chingleput district.

38 Acharapakkam.
39 Pallipet.
40 Ramakrishnarajupet.
41 Sholavaram.
42 Tiruvalankadu.
43 Tiruporur.
44 Chithamur.
45 Lathur.
46 Walajabad.
47 Tiruvothiyur.
48 Tiruttani.

Coimbatore distrtict.

49 Annur.
50 Pollachi.
51 Singanallur.
52 Talavadi.
53 Gudimangalam.
54 Karamadai (Mettupalayam).
55 Sarcarsamakulam.
56 Andiyur.
57 Perur.
58 Mathukarai.
59 Uthukuli.
60 Perundurai-II.
61 Nambiyur.
62 Anamalai.
63 Madathankulam.

Madurai district.

64 Natham.
65 Cumbum.
66 Thenkarai.
67 Melur-II.
68 Theni.
69 Chinnamanur.
70 Shanarpatti.
71 Vadamadurai.
72 Palayam at Gujiliamparai.
73 Uthamapalayam.
74 Oddanchatram.
75 Thoppanampatti.

Name of block.

Ramanathapuram district.

76 Aruppukottai.
77 Sakkottai.
78 Narikudi.
79 Tiruppuvanam.
80 Tiruchuli.
81 Ilayangudi.
82 Tirupattur.
83 Sivaganga.
84 Tirupullani.

Salem district.

85 Veerapandi.
86 Mohanur.
87 Sankari.
88 Pallipalayam.
89 Kabilamalai.
90 Shoolagiri.
91 Nallampalli.
92 Nangavalli.
93 Palacode.
94 Omalur.
95 Taramangalam.
96 Namakkal.
97 Mallasamudram.
98 Salem.
99 Yercaud.
100 Panamarathupatti.
101 Rasipuram.
102 Vannandur.
103 Puduchatram.
104 Erumaipatti.
105 Kolli Hills.
106 Elachipalayam.
107 Mac Donald Choultry.
108 Konganapuram.
109 Keelamangalam.
110 Thalli.
111 Harur.
112 Kadayampatti.
113 Karipatti.

Thanjavur district.

114 Koradacheri.
115 Thiruvaiyaru.
116 Valangiman.
117 Talanayar.
118 Peravurani.
119 Thiruvonam.
120 Nidamangalam.
121 Mannargudi.
122 Tirumarugal.

Name of block.

Thanjavur district—cont.

123 Nannilam.
124 Tiruvarur.
125 Tanjavur.
126 Madukkur.
127 Arantangi.

Tiruchirappalli District.

128 Arimalam.
129 Vyampatti.
130 T. Palur.
131 Kadavur.
132 Annavasal.
133 Marungapuri.
134 Ponnamaravathi.
135 Pullambadi.
136 Jayankondam.
137 Karur.
138 Alathur.
139 Kellapuliyur (**Varagur/Veppu.**
140 Sendurai.

Name of block.

Tiruchirappalli district—cont.

141 Viralimalai.
142 Manapparai.
143 Krishnarayapuram.
144 Tirumayam.
145 Tiruvarambur.
146 Srirangam.
147 Manachanallur.

Tirunelveli District.

148 Kilapavoor.
149 Kadayam.
150 Vilathikulam.
151 Tiruchendur.
152 Nanguneri.
153 Kayathar.
154 Srivaikuntam.
155 Alwarthirunagari.
156 Kalakad.
157 Palayamcottai.
158 Ambasamudram.
159 Kadayanallur.

IRRIGATION—TRANSFER OF MINOR IRRIGATION SOURCES TO PANCHAYAT UNION COUNCILS FOR PROTECTION AND MAINTENANCE AND EXECUTION OF KUDIMARAMAT—LOCAL IRRIGATION GRANT—PAYMENT OF—CLARIFICATION—ISSUED.

It is laid down in paragraph 11 of the G.O. Ms. No. 2228, R.D. & L.A., dated 9th August 1961 that the Local Irrigation Grant should be disbursed to the Panchayat Union Councils by the Revenue Divisional Officers concerned on post execution basis. However, in the G.O. No. 4459, Revenue, dated 12th October 1961, it is ordered that the above grant will be disbursemed in advance by the Colectors at the beginning of each half year. As the orders are contradictory, the Collectors of North Arcot and Thanjavur have sought for clarification as to the correct procedure to be adopted for payment of Local Irrigation Grant to the Panchayat Unions. In this context, the Collector of North Arcot has also referred to Government the following further points for clarification :—

Point (i).—The authority who should authorise the payment from the Treasury to the Panchayat Unions of the amount of Local Irrigation Grant payable to the Panchayat Unions.

Point (ii).—Whether the amount required to meet the expenditure on old works pending completion in the Panchayat Unions should be met from the Local Irrigation Grant or whether it will be provided for separately.

2. The Government after careful consideration of the above points issue the following clarifications :—

Procedure to be adopted for payment of Local Irrigation Grant.—Government have ordered in O.O. P. 4459, Revenue, dated 12th October 1961 that the Local Irrigation Grant should be an advance grant to be released at the beginning of each Half-year. In the light of these orders, paragraph 11 of G.O. Ms. 2228, R.D. & L,A., dated 9th August 1961 should be deemed to have been modified to this extent so far as Local Irrigation Grant is concerned. The Grants already released, if any, by the Revenue Divisional Officers should be taken into account while sanctioning advance grant with reference to the orders in G.O. P. 4459, Revenue, dated 12th October 1961.

Point (i).—According to the orders in G.O. P. 4459. Revenue, dated 12th October 1961, the Collectors will release the grant to the Panchayat Union Councils of their Districts. The Government hereby permit the District Collectors to auhorise the payment from the treasury to the Panchayat Unions of the Local Irrigation Grant payable to them with reference to the orders referred to above. The order sanctioning the payment of the grant will be in the form in the Annexure to this order. The amount due to each Panchayat Union should be paid by book adjustment to the accounts of the Panchayat Union in L.F. Deposit Account No. 1 maintained at the Government Treasury, with reference to a Miscellaneous Bill to be sent by the Panchayat Union Commissioner claiming the amount of grant.

Point (ii).—The expenditure on these works should be met from the " Local Irrigation Grant " itself and no separate grant will be paid for the purpose.

3. Orders will issue separtely in the Finance Department including this item of grant in Appendix 15 of the Madras Treasury Code, Vol. II.

(Memorandum No. 217768/R. D. Accts. Special 61-1, dated 1st January 1962.)

ANNEXURE.

No. Office of the Collector of

From
The Collector of

To
The Sub-Treasury Officer,

Under instruction 2 of the Treasury Rule 17, Madras Treasury Code, Volume I, I hereby authorise you to pay to the Commissioner of the .... Panchayat Union on the authority of (i) this order and (ii) the Miscellaneous Bill to be sent by the Panchayat Union Commissioner the sum of Rs.

).

2. The amount should be paid by book adjustment to the accounts of the Panchayat Unions in Local Fund Deposit Account No. I maintained at your Treasury or Sub-Treasury and no cash payment should be made. The amount represents the advance payment for the half-year ending ....towards the Local Irrigation Grant payable to the Panchayat Union and is debitable to " 18. Irrigation—Other Revenue Expenditure financed from Ordinary Revenues—Irrigation Works—Works (Non-Commercial)—Minor Irrigation—Revenue Department—1. Grants-in-aid—2. Local Irrigation Grant to Panchayat Unions ".

3. The fact of the adjustment should be reported to the Accountant-General, Madras with a certificate of payment through the Treasury Officer under intimation to this office.

Collector.

Copy to the Commissioner Panchayat Union.
Copy to the Accountant-General, Madras.

NOTE.—(1) Under Instruction 2 of Treasury Rule 17 of Madras Treasury Code, Volume I, the grant should be adjusted on the authority of this authorisation and no authorisation is necessary from Accountant-General, Madras.

(2) The grant can be adjusted by the Sub-Treasury Officers without any further authorisation from the Treasury Officers.

(3) The Miscellenous bill of the Panchayat Union Commissioner closing the amount need not be stamped.

PANCHAYAT—CONSTITUTION OF VILLAGE PANCHAYATS CONSOLIDATED FUND—WITHDRAWALS OF MONEY FROM THE CASH CHEST—FURTHER INSRUCTIONS.

In the G.O. Ms. No. 1428, L.A., dated 24th August 1960 orders have been isued constituting a Village Panchayat Consolidated Fund, on behalf of all the Village Panchayats included in a Panchayat Union. The " Deposit account " relating to the above Fund is maintained in the Sub-Treasury in which the Panchayat Union is situated and operated by the Panchayat Union Commissioner concerned. A cash chest is maintained by the Panchayat Union Commissioner concerned to enable the constituent Village Panchayats to obtain their requirement of csah from tie to time and to remit their collections. In view of this changed set up the Village Panchayats (Class II Panchayats) will not have any direct transactions with the Treasuries. Therefore the orders issued in paragraph (2) of G.O. 338, Local Administration, dated 14th March 1955, that all payments to Panchayats exceeding Rs. 500 from the treasury should be watched by the District Panchayat Officer, etc., will no longer be applicable to Class II Panchayats.

2. However as a measure of safeguard, the Government direct that whenever a big sum is withdrawn from the cash chest maintained in the Panchayat Union Council by the President of Village Panchayats, the fact should be intimated to the Extension Officer Panchayats, who should visit the village soon after and ascertain the purpose and subsequent utilisation of the withdrawals.

(Memorandum No. 250636/R. D. Accts. E/61-1, dated 1st January 1962.)

PLANNING COMMISSION—VILLAGE WORKS PROGRAMME—SANCTION OF GRANT IN AID TO THE PANCHAYAT UNION COUNCILS BY THE REVENUE DIVISIONAL OFFICERS—MONTHLY STATEMENT OF EXPENDITURE PRESCRIBED.

According to the orders issued in G.O. Ms. No. 2103, R.D. & L.A., dated 23rd July 1961 and Memo. 154036/R.D.. Accounts A/61-1, dated 5th September 1961 the grant-in-aid for works executed under the Village Works Programme due to the Panchayat Union Councils is sanctioned by the Revenue Divisional Officer concerned. on post-execution basis on the basis of the monthly statement of expenditure sent by the Panchayat Unions. For this purpose all the Panchayat Unions are requested to send to the Revenue Divisional Officer's concerned a monthly statement of expenditure incurred during each month in the pro farma statement in Annexure I to this memorandum. This statement should be sent so as to reach the Revenue Divisional Officer concerned on or before the 10th the month following.

2. The Revenue Divisional Officers are also requested to send a monthly statement indicating the grant-in-aid sanctioned drawn and paid by them to the various Panchayat Union Councils during each month in the pro forma statements in Annexure II to IV of this Memorandum so as to reach the Government on or before the 15th of the month following. The Revenue Divisional Officers are informed that the departmental figures of grant-in-aid sanctioned and paid by him should be got reconciled with the treasury figures and reconciled figures should be furnished in the above statements.

(Memorandum No. 1346/R. D. Accts. E/62-1, dated 2nd January 1962.)

ANNEXURE I.

Monthly Statement of expenditure for claiming reimbursements by the Commissioners, Panchayats Unions from the Revenue Divisional Officers in respect of village works grant.

1. Name of the Union.

2. Classification of the Union.

3. Nome of the Division and the District to which the Union belongs.

4. Month.

Name of the work.	Category of the work.	Estimated Cost of the work.	Contribution realised for the work.				Total Expenditure incurred during the month.	Contribution taken into account out of Column (6).	Next expenditure to be released as grants in aid.	Progressive expenditure incurred up to the end of the month.	Total grants in aid of released up to the end of the month.	Remarks.
			Cash.	Kind.	Labour.	Total						
(1)	(1a)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)

To

The Revenue Divisional Officer..........

Commissioner,
Panchayat Union............

ANNEXURE II.

Monthly statement showing the grant in aid sanctioned by the Revenue Divisional Officer for Village Works (New Works under Approved Categories) to be sent to the Government.

Name of Revenue Division. Name of District. - Month.

Name of Panchayat Union and classification of Block (A, B, C or D.)	Total estimated cost of the work.	Contribution to be realised.	Total cost of the work done during the month.	Contribution realised.	Net expenditure released as grant in aid (Column (4) minus (5).	Break up particulars for the grant-in-aid sanctioned.		Debit Head of Accounts.	Number and date of voucher.	Remarks.
						Central 50% of Column 4 or limited to Rs 10,000 in respect of L. D. Works.	State share (Column 6 minus column 7).			
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)

N.B.—**1. Separate statement** should be sent for Stages I, II, Pre-extension and Shadow Blocks.

2. Each **statement** should indicate separately the three categories of approved work, viz, R. W. S. Works, Link Road Works and School Works.

ANNEXURE III.

Monthly statement showing the grant in aid sanctioned by the Revenue Divisional Officer for Village Works (Continuing works under Approved Categories) to be sent to the Government.

Name of Revenue Division. Name of District. Month.

Name of Panchayat Union and classification of the Block A,B,C or D.	Total estimated cost of work.	Contributions from the public.	Total cost of the work done during the month.	Monetary value of contribution in kind and labour.	Net expenditure released as grant-in-aid (Col. 4 minus Col. 5)	Break up particulars for the grant-in-aid sanctioned. Central share 50 per cent of Col. (4) limited to Rs. 10,000 in respect of L.D.W. Scheme.	Break up particulars for the grant-in-aid sanctioned. State share (Col. 6 minus Col. 7).	Debit Head of Account.	Number and date of voucher.	Number and date of chalan in which the public cash contributed was remitted into the treasury.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)

N.B. 1. A separate statement should be sent for stages 1, 11 Pre-extension and Shadow Blocks.

2. Each statement should indicate distinctly the three categories of approved work, viz., RDW., Link Roads and School Building Works,

ANNEXURE IV.

Monthly statement showing the grants-in-aid senctioned by the R venue Divisional Officer for Village Works (continuing works under non-approved categories) vide paragraph (5) of Government Memorandum No. 154036/RD. Accts. E/61-1, dated 5th September 1961.

Name of Revenue Division. Name of District. Month.

Name of Panchayat Union and classification of the Block A,B,C or D.	Total estimated cost of the work.	Contribution from the public.	Total cost of the work done during the month.	Monetary value of kind and labour.	Net expenditure sanctioned as grant-in-aid (Col. 4 minus Col. 5).	Break up particulars for the gran -in-aid sanctioned.		Debit Head of Account.	Number and date of voucher.	Number and date of chalan in which the public cash contributed was r mitted into the treasury,
						Coteral share 50 per cent of Col. (4) or limited to Rs. 10,000 in respect of L.D.W. Scheme.	State share (Col. 6 minus Col. 7.)			
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)

VILLAGE INDUSTRIES—DEVELOPMENT OF VILLAGE INDUSTRIES UNDER COMMUNITY DEVELOPMENT PROGRAMME—IMPLEMENTATION OF SCHEMES—STATEMENT OF QUARTERLY EXPENDITURE—REGARDING.

It has been brought to the notice of Government that the progress reports and quarterly statement of expenditure under 'Rural Arts, Crafts and Industries Scheme' are not being sent to the Madras State Khadi and Village Industries Board by the Block Development Officers regularly. The attention of the Block Development Officers is invited to the sub-paragraph 2 (4) and 2 (5) of the Government Order cited and they are requested to send the quarterly progress reports and quarterly statement of expenditure to the Madras State Khadi and Village Industries Board promptly on due dates. The quarterly statements for the year 1961–62 which are still pending with them should be sent expeditiously.

They are also informed that in future due dates should be kept up for the submission of the quarterly statement of expenditure as otherwise sanction of grants-in-aid to the Madras State Khadi and Village Industries Board will be unnecessarily delayed causing financial hardshrip to the Board.

Memorandum No. 204408/R. D. Accts. C. 61–5, dated 19th January 1962.

BUDGET—PANCHAYAT UNIONS—REVISED ESTIMATE FOR 1961–62 AND BUDGET ESTIMATE FOR 1962–63 —COMPUTATION OF LAND REVENUE FOR PURPOSES OF CESS, ETC.—CLARIFICATION.

In the Budget instructions for preparation of Revised Estimate for 1961–62 and Budget Estimate for 1962–63, it was indicated that to arrive at the normal land revenue, the land revenue as fixed by the Jamabandi Officer for the last three faslis should be taken into account and the average worked out and that the local cess should be caculated on the average Land Revenue arrived at for the year. With reference to these instructions, the Chairman, Panchayat Union Council, Portonovo, has pointed out in his letter cited that revenue as per the Inam Assessment is still pending revision and finalisation and that if the average of three last falslis is adopted, there is every likelihood of arriving at incorrect demand. He has therefore enquired—

Points 1.—Whether the average Land Revenue demand as per Taluk Account No. 12 as fixed by the Jamabandi Officer may be adopted as the basis of calculating the demand of the Land Revenue.

Point 2.—Whether in respect of the Land Revenue under the Inam Assessment Act, the demand fixed during the *last fasli* may be adopted as the basis; and

Point 3.—Whether the penalties levied under the Encroachment Act, penalties relating to irregular irrigation and other similar cases of revenue could be excluded for calculating cess.

2. With reference to points 1 and 2 in paragraph 1 above the Commissioners of Panchayat Unions are informed that in budgetting a realistic estimate has to be made of the receipt. The procedure suggested in Budget instructions is to take into account the seasonal variations. During Revised Estimates, it should be possible to make this a more accurate estimate. If these considerations are borne in mind then there can be no objection to the estimates being framed on the lines suggested by the Chairman referred to in paragraph 1 above. It should also be borne in mind that the actual adjustment in accounts will be subject to marginal adjustments that will be carried out from year to year on the basis of actual collections in the previous fasli.

3. Regarding Point 3 in paragraph 1 above, the Commissioners are informed that penalties levied under Encroachment Act and under irregular irrigation should not be construed as Land Revenue for purposes of calculation of cess.

Memorandum No. 167206/R. D. Accts. Special 1161-3, dated 25th January 1962.

THE MADRAS PANCHAYATS ACT, 1958—LOCAL CESS SURCHARGE—LOCAL CESS SURCHARGE MATCHING—GRANT—ADVANCE PAYMENTS FOR THE III BATCH OF PANCHAYAT UNIONS—FURTHER CLARIFICATION—ISSUED.

In the Government Memorandum No. 208837/RD.Accts-C/6-1-2, dated 2nd December 1961 the Government have permitted III Batch of Panchayat Unions to levy local cess surcharge in full for fasli 1371 even though they were launched on 2nd October 1961. The Collector of North Arcot has raised a doubt whether advance payments of Local Cess Surcharge and Local Cess Surcharge Matching Grants for fasli 1371 may be made in full, i.e., from 1st July 1961. The Collector of North Arcot is informed that since the levy is from 1st July 1961 and as the advance payments are made against the amounts collectable as Local Cess Surcharge under section 116 of the Act, advances against tax collection effective from the date, have to be paid to the Unions.

Memorandum No. 13607A/R. D. Accts. 62-2, dated 5th January 1962.

INSPECTION—INSPECTION NOTES OF THE ASSISTANT EXAMINER OF LOCAL FUND ACCOUNTS, MADURAI, ON THE ACCOUNTS OF A PANCHAYAT UNION COUNCIL—UTILISATION OF RECEIPTS FOR EXPENDITURE AND IMPROPER MAINTENANCE OF THE VILLAGE PANCHAYAT CONSOLIDATED CHITTA—INSTRUCTIONS ISSUED.

The Examiner of Local Fund Accounts, Madras, has brought to the notice of the Government that, while checking the accounts of a Panchayat Union Council, it was found that receipts had been utilised directly for expenditure and that amounts to the extent of Rs. 9,000 had been withdrawn in excess of the prescribed maximum limit of Rs. 3,000. The following general instructions are therefore issued to the Panchayat Union Commissioners and they are requested to follow them strictly.

Collection should not be utilised for expenditure. There should not be any delay in making remittances. When moneys are remitted no amount should be withheld. The Panchayat Union Council Chitta should be maintained properly. The unremitted daily tolas and collection should be linked with the amount remitted. The Manager should verify that no amounts are withheld while making remittances. The Commissioner should peruse the chitta periodically and not less than once a month to ensure that it is maintained properly.

Memorandum No. 16077/R. D. Accts. E 62-1, dated 8th February 1962.

VILLAGE WORKS PROGRAMME—PROVISION IN THE PANCHAYAT UNION SCHEMATIC BUDGET—BREAK UP OF CENTRAL SHARE AND STATE SHARE—CLARIFICATION.

In Government Order Ms. No. 2799, R.D & L.A., dated 20th October 1961 orders have been issued that the difference between the Government share of expenditure and the Central share of expenditure in respect of Link Roads Works executed in B, C and D. Blocks under the Village Works Programme should be met from the State funds. The Collector of Tirunelveli has now requested clarification on the following points :—

(i) Whether the State Funds, referred to above is included in the Village Works grant provision of each Block worked out with reference to paragraphs (24) and (39) of Annexure I to G.O. No. 211, R.D., dated 25th January 1961. or whether a separate allotment will be made by the Government to meet such expenditure. If it has to be met from the provision of the Village Works Grant, whether any allocation, should be made for each Block for the State share of expenditure and if so in what proportion.

(ii) Whether in respect of Rural Water-Supply Works executed under the Village Works Programme 25 per cent of the cost of work be shown as State share of expenditure in addition to the Central share of 50 per cent subject to a miximum of Rs. 10,000 and the balance cost realised as contribution from the Panchayats and the People.

2. The following clarification is issued on the points raised above :—

Point 1 *above*.—The funds required for expenditure under State share is also included in the Village Work grant provision of each Block worked out in paragraphs (24) and (39) of Annexure I to G.O. Ms. No. 211, R.D., dated 25th January 1961. *Therefore no separate allotment will be made for this purpose.* In this connecton attention is invited to the orders issued in G.O. Ms. No. 2799, Rural Development, dated 20th October 1961, and G.O. Ms. No. 3130, Rural Development. dated 23rd November 1961, where the doubts about meeting the difference between the total Government grant payable and Central grant admissible were clarified.

Point 2 *above*.—Orders have already been issued in the matter in G.O. No. 3130, Rural Development, dated 23rd November 1961. In this connection, the Collectors are informed that in respect of Rural Water Supply Works where 50 per cent of the cost of the work is in excess of Rs. 10,000 the entire balance above Rs. 10,000 will be met from the State Funds. The ceiling of Rs. 10,000 will be applicable only in respect of works for which Central Assistance is drawn under the Local Development Works Scheme.

Memorandum No. 2259604/R. D. Accts. E/61-1, dated 10th February 1962.

PANCHAYAT UNION COUNCILS—ENTRUSTMENT OF NATIONAL EXTENSION SERVICE SCHEME AND COMMUNITY DEVELOPMENT PROGRAMME UNDER SECTION 66 OF THE MADRAS VILLAGE PANCHAYATS ACT, 1958.

The Accountant-General has brought to notice of Government that invoices for supplies made or services rendered by Government Press, Jails, Agriculture Department and Railways, etc., have been accepted by Panchayat Union Councils before the entrustment of the Community Development Programme to Unions. As there will not be provision under the several schematic heads in respect of such unions after the crucial date, the adjustment cannot be made in Government accounts after the crucial date, though the actual supplies were made before that date. He has, therefore, suggested that the Panchayat Union Commissioners may be instructed to make cash payment in such cases. The Commissioners of Panchayat Unions are, therefore,

requested to see that the expenditure on such outstanding bills for supplies on services rendered from the date of entrustment is met from the Panchayat Union Funds and get these expenditure reimbursed as post execution grant.

(Memorandum No. 132565, Accts. A/61-7, dated 13th February 1962.)

ACCOUNTS—PANCHAYAT UNIONS—PROCEDURE FOR FINANCIAL ASSISTANCE—PAYMENT OF GRANTS ON POST EXECUTION BASIS—FORM OF SANCTION ORDER TO BE ISSUED BY REVENUE DIVISIONAL OFFICER/DISTRICT AGRICULTURAL OFFICER—FURTHER INSTRUCTIONS.

In the Government Memorandum No. 221263/R.D. Accts. spl., dated 21st December 1961 a standardised form for the issue of the various grants to the Panchayat Unions has been prescribed. The Accountant-General, Madras, has suggested that a certificate to the effect *that the conditions prescribed in the relevant Government Orders have been fulfilled* should be incorporated in the sanction order of Revenue Divisional Officer/District Agricultural Officer. The Govrnment accept the suggestior and direct that a certificate on the lines suggested by the Accountant-General, Madras, should be incorporated in the sanction order by the Revenue Divisional Officer/District Agricultural Officers while releasing grants-in-aid to the Panchayat Unions.

Memorandum No. 221263/R. D. Accts. Spl. 61-5, dated 13th February 1962.

PANCHAYAT UNIONS—MAINTENANCE OF ACCOUNTS —REGISTER OF MISCELLANEOUS RECEIPTS AND REGISTER OF ENDOWMENTS—REGARDING.

The Panchayat Union Commissioner, Poonamallee, has stated that the columns in the Register of Miscellaneous Receipts—Panchayat Union Form 74 do not provide for money column and that it is is not clear as to how theregister should be maintained and abstracts prepared. He has also enquired whether any separate accounts have to be maintained in respect of certain endowments transferred y the District Board to the Panchayat Union and a subsidiary regiser opened in this regard.

2. The Examiner of Local Fund Accounts, Madras, in forwarding the Commissioner's reference, has observed that though the words " Rs. " and " nP. " are omitted under columns (2) to (6) in the Register of Miscellaneous Receipts (P.U. Form No. 74), this omission could have been supplied by the Commissioner himself as these columns are intended to note the amounts received under each item. However, in order to obviate the difficulty,

he has suggested that these words "Rs." and "nP." may be provided. In this connection, the Examiner has also suggested that separate columns for exhibiting the number of receipted chalan, the total and daily total carried to the Cash Book and for initials of the Manager, which have not been provided in Panchayat Union Form No. 74, may be provided. The Government accept the suggestion of the Examiner and direct that the Panchayat Union Form No. 74 may be revised accordingly. A specimen of the revised form showing all these heads is annexed to this Memorandum.

3. Regarding the Commissioner's request to prescribe a rgister of endowments, the Examner has stated that the nature of the endowments that may be transferred to Panchayat Unions is not yet known, as the Board of Revenue has not issued suitable orders as required in G.O. Ms. No. 2184, Rural Development and Local Administration Department, dated 4th August 1961. He has therefore suggested that the question of prescribing a register of endowments may be taken up after final orders are issued by the Board of Revenue in the matter. The Government accept the the suggestion of the Examiner.

Memorandum No. 249667/K. D. Accts. E/61-1, dated 15th February 1962.

1952.

REGISTER OF MISCELLANEOUS RECEIPT.

Number of Receipted chalan.	Date.	Market fees.	Fee for licence for temporary erections.	Fee for licences and permissions under sections 111, 112 and 114 of the Act.	Grants and contri- butions.	Other items.	Total and daily total carried to cash book.	Initials of Manager.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
	RS. NP.		RS. NP.	RS. NP.	RS. NP.	RS. NP.	RS. NP.	

PANCHAYAT DEVELOPMENT—VILLAGE OFFICERS—SPECIFICATION OF DUTIES—TAX COLLECTIONS—REMITTANCE INTO PANCHAYAT UNION CASH CHEST—FURTHER CLARIFICATION OF.

In the Government Order Ms. No. 1428, R.D. & L.A., dated 24th August 1960 it has been laid down that all collections of Panchayat revenues whether by the President of the Panchayat or by the Village Officers shall be credited into the Panchayat Union Cash Chest at suitable intervals and that at least once a month. If however, the collections at any time exceeds Rs. 100 the amount should immediately be remitted into the Panchayat Union Cash Chest. In the memorandum second cited, orders have been issued, that the Village Officers should be asked to remit the collections of Panchayat revenues into the Panchayat Union Cash Chest once a week or when the collection of amount exceeds Rs. 250 whichever is earlier.

2. The Collector of Coimbatore, has represented that too frequent visits to Panchayat Union Offices carrying small collections interferes with the normal work of the Village Officers and that the procedure now being followed in this distrct is to remit the collections as soon as the amount reaches Rs. 500 or at least once a month whichever is earlier. He has reported that this system is working satisfactorily and that Government may approve this procedure.

3. The Government accept the proposals of the Collector of Coimbatore and, in supersession of the orders already issued in this matter, direct that the Village Officers remit the Panchayat revenues collected whenever the collection amounts to Rs. 500 at any time or by the last day of the month, whichever is earlier.

4. The action of the Collector of Coimbatore, in having permitted the Village Officers to adopt the above procedure in anticipation of the approval of the Government is also ratified.

(Memo. No. 26734/Accts/Spl./62-1, dated 6th March 1962).

LOCAL CESS SURCHARGE—LOCAL CESS SURCHARGE MATCHING GRANT TO THE PANCHAYAT UNION COUNCILS—PAYMENT AT SUB-TREASURIES—PRE-AUDIT AT HUZUR TREASURY—EXEMPTION FROM PRE-AUDIT—ORDERS ISSUED.

In the Government Order Ms. No. 2328, R.D. &. L.A., dated 9—8—1961 orders have been issued prescribing the procedure for financial assistance to the Panchayat Unions. In the Government Memoranda read above the Collectors were authorised to sanction advance payments of Local Cess Surcharge Matching Grants to the Panchayat Unions in the model sanction order prescribed. According to the above instructions, the Commissioners of the Panchayat Unions have to claim the amounts by presenting bills at the treasury or sub-treasury enclosing copies of sanction orders of Collectors.

2. In accordance with the instructions under subsidiary rule 37 under Treasury Rule 16 of Madras Treasury Code, Volume I, the payments can be effected at the sub-treasuries only after pre-audit of bills at the Huzur treasuries as this is not included in the list of exemptions contained in Appendix 15 of the Madras Treasury Code, Volume II, referred to in subsidiary rule 38 under Treasury Rule 16 of the Madras Treasury Code, Volume I.

3. The Treasury Officer, Coimbatore, and the Collector of the Nilgiris have requested Government to exempt the advance payment of Local Cess Surcharge Matching Grants to the Panchayat Unions from pre-audit at Huzur Treasuries to avoid considerable delay, inconvenience and extra work involved in the treasury.

4. The Government after careful consideration accept the requests of Treasury Officer, Coimbatore, and the Collector of the Nilgiris and hereby order that the advance payment of Local Cess Surcharge Matching Grants be exempted from pre-audit at the Huzur Treasury. The Finance Department is requested to issue necessary amendment to Appendix 15 of the Madras Treasury Code, Volume II.

5. This order issues with the concurrence of the Finance Department—*vide* their U.O. Note No. 32836/EA/62-1, dated the 19th March 1962.

(G.O. Ms. No. 673, Rural Development and Local Administration Department, dated 21st March 1962.)

ADVANCES — PERMANENT ADVANCES — PANCHAYAT UNION OFFICES—INSTRUCTIONS—ISSUED.

The Additional Development Commissioner as the Head of the Department has been sanctioning permanent advance to the Block Development Officers for meeting unforeseen items of contingent expenditure. On the constitution of a Panchayat Union in a Block, the Block Development Officer becomes the Commissioner of the Panchayat Union. Under paragraph 83 of the "Manual of Instructions for the Maintenance of Accounts of the Panchayat Unions", the Commissioner is allowed a permanent advance sanctioned by the Panchayat Union Council. The question now arises as to whether it is necessary for the Block Development Officer to maintain two separate permanent advances one from Government accounts and the other voted by the Panchayat Union Council.

2. Government have considered the matter. It is held that the Block Development Officer-*cum*-Panchayat Union Commissioner should ordinarily meet the contingent expenditure of the office from out of the permanent advance voted by the Council. However,

there are certain items of contingent expenditure which would not appropriately be a charge on Panchayat Union funds and should continue to be met out of Government funds as they relate to expenditure on items of work or services not entrusted to the Panchayat Union Council, but are performed by the Commissioner in his capacity as the Block Development Officer. Such items are expenditure relating to *inter alia* the Block Jeep, the Cinematograph equipment in the Block, the Agricultural Depot and the Primary Health Centre. But it is not considered necessary that the Block Development Officer should have in his custody a separate permanent advance from Government funds for meeting the expenditure on the above items. The Block Development Officer may, in the first instance, make use of the permanent advance voted by the Panchayat Union Council to meet the contingent expenditure on the above items also and enter such items also in the Panchayat Union Contingent Register in Form No. 37 as soon as the payment is made. But the items relating to the Block Jeep, Cinematograph equipment, the Agricultural Depot and Primary Health Centre should be underlined in *red ink* and carried over to a separate contingent register maintained exclusively for the Government items. After the end of *each month* when the Monthly Account is prepared or at shorter intervals, if necessary, the Block Development Officer-*cum*-Panchayat Union Commissioner should scrutinise the figures in the Government Contingent Register and recoup such items of expenditure by drawing contingent bills at the Treasury by debit to "47 A. Community Development Projects, National Extension Service and Local Development Works— B. Development Schemes—Schemes in the Third Five-Year Plan—Community Development Projects—1. Project/Block Headquarters 4. Office contingencies". These contingent bills duly supported by vouchers should be countersigned by the Revenue Divisional Officer. The responsibility for the correct claim of the amount is that of the Commissioner only. The Revenue Divisional Officer will satisfy himself that *prima facie* the claim has been correctly made. Simultaneously a remittance chalan will be sent to credit the amount to Local Fund Deposit Account I of the Panchayat Union. The Panchayat Union Commissioner should exhibit the recoupment of the expenditure on Government items met out of the Panchayat Union Permanent Advance in the Panchayat Union Contingent Register (Form No. 37), in Government Contingent Register, and also in the Register of Permanent Advance (Form No. 64).

3. The Permanent Advance sanctioned to the Block Development Officers by Government should immediately be remitted back to State Funds under the head of account "Deposits and Advances, etc. Permanent Advance—State S.A. 27 A" and the fact reported direct to the Accountant-General, Madras."

4. The instructions in paragraph 4 (ii) (b) of G.O. Ms. No. 841, R.D. & L.A., dated the 21st March 1961 are hereby cancelled.

5. The instructions in this Memorandum will come into force with effcet from 1st April 1962.

(Memo; No. 131222/Acts./Spl./61-1, dated 21st March 1962.)

GRANTS—PANCHAYAT UNION COUNCILS—COIMBATORE DISTRICT—SCHOOL MEALS GRANT AND ADULT LITERACY SCHOOL GRANTS—PAYMENT OF GRANT BY MONEY ORDER—ORDERS—ISSUED.

The Collector of Coimbatore Reference 11343/62-D15, dated 23rd February 1692, has reported the difficulties experienced by the correspondents of the Adults Literacy Schools and Secretaries of Mid-day Meals Centres in encashing the cheques issued to them by the Panchayat Union Commissioners and has suggested that the grants payable to them may be sent Money Order as in the case of teaching grants, instead of by cheques.

2. The Government accept the suggestion of the Collector of Coimbatore and permit the Panchayat Union Commissioners to pay the grants for Adult Literacy Schools and grants to School Meals Cmomittees by Money Order. The Commissioner should prepare a contingent bill for Money Order commission an *draw a single cheque* both for the grant and the Money Order commission *in favour of the Sub-Postmaster.*

(Memorandum No. 41346/RD. Accts./62-2, dated 26th March 1962.)

BUDGET—PANCHAYAT UNION COUNCIL—TURINJAPURAM—REVISED ESTIMATE FOR 1960-61 AND BUDGET ESTIMATE FOR 1962-63—APPROVAL OF—INSTRUCTIONS—ISSUED.

Government Memo. No. 19234/Accts. Spl/62-1, dated 15th March 1962.

PANCHAYAT UNION COUNCIL—BUDGET—USILAMPATTi PANCHAYAT UNION.

The attention of the Panchayat Union Commissioner, Usilampatti is drawn to Section 140 of the Madras Panchayat Act of 1958 and also page 3 of the Supplement to Part V of the *Fort St. George Gazette*, dated 14th February 1962 according to which, the Commissioner should submit to the Collector through the Revenue Divisional Officer concerned three copies of the Budget prepared by him. The Collector should satisfy himself that adequate provision has been made for the performance of the services entrusted to the Panchayat Union and return the Budget to the Panchayat Union Commissioner. He has power to return the Budget with instructions for modification in such manner as he considers necessary to secure such provision. On return of the budget by

the Collector with his remarks, if any, the budget should be placed before the Panchayat Union Council for sanction under Section 140 (3) of the Act. Hence, the question of approving the budget by Government as requested by him does not arise.

(Memorandum No. 59713/Accts-Spl/62-1, dated 2nd April 1962.)

PANCHAYATS—ENTRUSTMENT/VESTING OF STATE-OWNED TREES TO PANCHAYATS—INCOME FROM USUFRUCTS OF TREES AND TREE TAX REVENUE DERIVED FROM 2-C TREES—CREDITING OF—INSTRUCTIONS ISSUED.

The following clarifications have been sought for by the Collectors of Chingleput and Tiruchirappalli.

1. Whether the usufructs of the trees on the margin of Panchayat Union roads will go to the respective Panchayats.

2. Whether the tree tax revenue derived from 2-C trees have to be credited to Village Panchayat Consolidated fund directly through the Panchayat Union Commissioner or whether it has to be credited to 'Land Revenue' first, and then adjusted to the Village Panchayat Consolidated fund by the Tahsildar as is done in the case of the adjustment of 'Land Cess'. The above points have been examined and the following clarifications are issued :—

(1) Under Section 13 (iv) of the Madras Panchayats Act, 1958 every District road shall vest in the Panchayat Union Council. If the trees standing on the margin of such District roads belonged to the erstwhile District Board, such trees will also vest with the Panchayat Union Council concerned, and they are entitled to auction the usufructs of these trees. It is, however, open to the Panchayat Union to let the Panchayats concerned to utilise the usufructs subject to the payment of such lease amount as may be fixed by the Panchayat Union.

With reference to point (2) above, it has been decided that the revenue derived from 2-C taxes in villages may be credited to the accounts of the concerned panchayats. All the revenue from tree taxes should be shown individualwise in 2-C and 7 of Village Registers and an abstract thereof shown in Village 12 Register. The particulars in Village 7 and 12 registers should be carried to Taluk 11 and 12 register. In the Taluk register the particulars should be shown villagewise in Column 7. The details of Column 7, villagewise should be communicated to the Panchayat Union Commissioner who should credit the 2-C revenues from each village to the account of the concerned Panchayat. This should be done at the provisional settlement and at final *Jamabandhi*. During *Jamabandhi* the fact of the adjustment of 2-C revenues to the accounts of the concerned Panchayats will be checked up.

(Memoramdum No. 153712/Accts-Spl./61-1, dated the 12th April 1962).

ELEMENTARY EDUCATION — PANCHAYAT UNION COUNCILS—DISBURSEMENT OF SALARIES TO THE TEACHERS—LEAVE SALARIES OF TEACHERS—PROCEDURE FOR DISBURSEMENT—REGARDING.

In the Government Memorandum No. 241418/B5/61-2, R.D. & L.A., dated 8—1—1962 orders were issued instructing the Headmaster of the school, from where the teacher goes on leave, to claim the leave salary. In the same Memorandum, the Panchayat Union Commissioner were permitted to send leave salary by money order to Headmaster of the schools from where the teacher has gone on leave, instead of to the Paymaster of central school, if the bill is received during the middle of this month. In accordance with the instructions issued in paragraph 55 of the ' Manual of Instructions for the Maintenance of Accounts of the Panchayat Unions ", all payments shall be made only by means of cheques drawn on the treasury or bank in which the money of the council is lodged except in the case of petty contingent expenditure incurred from the permanent advance. In cases where the treasuries are situated at the headquarters of the Panchayat Unions, the Panchayat Union Commissioners can send the money orders by drawing cheques (both for money order commission and for the amount of leave salaries to be sent by money order) in favour of the sub-postmaster In cases the above facilities are not available the Panchayat Union Commissioners are requested to draw cheque in favour of the postmaster at the taluk headquarters and send the money order from taluk headquarters on the day he sends a member of his staff to taluk headquarters. The Panchayat Union Commissioners are informed that they should on *no account handle cash or draw self cheques* for sending money order for leave salaries of teachers.

(Memorandum No. 50712/RD. Accts-/62-1, dated the 12th April 1962.)

PANCHAYAT UNIONS IN KANYAKUMARI DISTRICT AND SHENCOTTAH BLOCK IN TIRUNELVELI DISTRICT —ENTRUSTMENT OF NATIONAL EXTENSION SERVICE SCHEME OF COMMUNITY DEVELLOPMENT UNDER SECTION 66 OF THE MADRAS PANCHAYATS ACT, 1958—INSTRUCTIONS REGARDING FINANCIAL AND ACCOUNTING PROCEDURE—ISSUED.

In G.O. Ms. No. 838, dated 31st March 1961, Government directed that the execution of National Extension Service Scheme of Community Development shall be entrusted to three batches of Panchayat Unions as noted below subject to certain restrictions and stipulations :—

I. Batch of Panchayat Unions 1st April 1961.

II. Batch of Panchayat Unions 1st July 1961.

III. Batch of Panchayat Unions 1st January 1962.

2. In G.O. Ms. No. 841, Rural Development and Local Administration, dated 21st March 1961, the financial and the accounting procedure to be followed in respect of the schemes of Community Development entrusted as well as not entrusted to the Panchayat Unions on the dates specified above been set out in detail and in the G.O. Ms. No. 3434, Rural Development and Local Administration, dated 30th December 1961, the execution of National Extension Service Scheme of Community Development has been entrusted to the III Batch of Panchayat Unions with effect from 1st January 1962. But the III Batch of Panchayat Unions does not include all the 169 Panchayat Unions as originally contemplated in G.O. Ms. No. 841, R.D. and L.A., dated 21st March 1961 owing to the transitional difficulties in launching of the Panchayat Unions in the transferred territory from Kerala State. Now that notification regarding extension of laws to the transferred territory and special provision for the first constitution of the Madras Panchayats and Panchayat Union Council Amendment Act, 1961 has been issued in G.O. Ms. No. 685, Rural Development and Local Administration, dated 21st March 1962 and orders entrusting the execution of N.E.S. Scheme of Community Development with effect from 1st April 1962 in the Government wish to reiterate that the instructions issued in paragraphs 2 to 5 of the G.O. Ms. No. 841, Rural Development and Local Administration, dated 21st March 1961 (copy enclosed) will apply in respect of Panchayat Unions launched on 1st April 1962, as detailed in the annexure to this order, subject to modification in the strength of the staff as ordered in G.O. Ms. No. 740, Rural Development and Local Administration, dated 27th March 1962, with effect from 1st April 1962.

(G.O. Ms. No. 97, Rural Development and Local Administration, dated 18th April 1962.)

ANNEXURE.

Kanyakumari district.

1. Agastheeswaram.
2 Rajakkamangalam.
3 Killiyoor.
4 Munchira.
5 Melpuram.
6 Thovala.
7 Thalakulam.
8 Thuckalay.
9 Tiruvattar.

Tirunelveli District.

10. Shencottah.

PANCHAYAT UNIONS—MAINTENANCE OF ACCOUNTS—DAILY CASH BALANCE REPORT FOR THE PANCHAYAT UNION FUNDS—PANCHAYAT UNION FORM NO. 83—ADDITIONS—ORDERED.

The Examiner of Local Fund Accounts, Madras has stated that the Daily Cash Balance Report for the Panchayat Union Funds (P.U. Form No. 83) does not contain necessary columns to exhibit the cash balance under permanent advance. He has, therefore, suggested that the P.U. Form No. 83 may be revised to

to exhibit the transactions of the permanent advance account. The Government accept the suggestion of the Examiner and direct that the P.U. Form No. 83 may be revised accordingly. A specimen of the revised form, incorporating the additions, is annexed to this Memorandum.

(Memo. No. 56068/RD, Accts. B/62-1, dated 21st April 1962.)

P.U. Form No. 83.

Panchayat Union
District

Daily Cash Balance Report for the Panchayat Union Funds.

(To be sent to the District Inspector of Local Fund Accounts for each day on the next Working Day.)

	RS. nP.
Date for which Report is sent	
Balance brought forward	
Amount deposited in cash at the P.U. Office as per chitta	
Amount withdrawn this day from the treasury on self-cheques towards payment of salaries and allowances dev. schemes, etc.	
Amount withdrawn this day on self-cheque for recoupment of permanent advance	
Total ...	
Expended this day as per petty cash book ...	
Remittance into the Government Treasury ...	
Amount expended this day out of permanent advance as per contingent register	
Balance ...	

Details of cash balance.

Undisbursed salaries and allowances	
Amount drawn for Developmental expenditure, etc., but not spent	
Revenue collections	
Balance under permanent advance	
Total ...	

Compared with the entries in the connected records and registers of this office.

Cashier. *Manager.* *Commissioner.*

To

The District Inspector of Local Fund Accounts.

Particulars of Money under Custody.

Currency Notes—

	No.	AMOUNT. Rs. nP.
Rs. 100		
Rs. 10		
Rs. 5		
Rs. 2		
Re. 1		
Total	Total ..	

Cash—

Whole Rupee		
Fifty nP.		
Twenty-five nP.		
Ten nP.		
Five nP.		
Two nP.		
One nP.		
Grand Total	Grand Total.	

(Rupees nP. only)

ACCOUNTS—VILLAGE ACCOUNTS—ESTIMATE OF YIELD OF CROPS—MEMORANDUM OF INSTRUCTIONS ISSUED—MODIFICATION—ORDERED.

In paragraph 9 of the Memorandum of instructions appended to G.O. Ms. No. 3150, R.D. & L.A., dated the 25th November 1961 it has been laid down that contiguous survey numbers having similar geographical features with similarity of soil and irrigation facilities should be grouped into a Better Farming Paguthi, that a paguthi should be compact and homogeneous, and that irrigated and unirrigated areas should be distinguished and formed into separate paguthis. It has also been laid down therein that normally the area of a paguthi cultivated with wet crops should 24—8—1960 it has been laid down that all collections of Panchayat should not exceed 300 acres.

2. It has been brought to the notice of Goverment that generally there are lands cultivated with garden crops in the midst of unirrigated dry lands and that it may not therefore be possible in some cases to effect compact homogeneous unirrigated paguthis with contiguous survey numbers and that the irrigated lands if any in every unirrigated better farming paguthi may have to be separately classified as irrigated lands in an unirrigated paguthi and the remainer alone will have to be classified as unirrigated

paguthi and grouped. It has also been pointed out that there may not be unirrigated lands in the midst of wet lands, but if such lands are available in the midst of irrigated better farming paguthi they may have to be excluded from the irrigated paguthi and grouped and numbered separately.

3. The Government have examined the position and they issue the following amendment to the Memorandum of instructions already issued :—

AMENDMENT.

After the sixth sentence in paragraph 9 of the Memorandum of instructions appended to G.O. Ms. No. 3150, R.D. & L.A., dated the 25th November 1961 the following shall be inserted :—

"In an irrigated paguthi classified as such, there may be unirrigated areas and similarly within paguthis classified as irrigated there may be portions unirrigated. Such portions within the paguthis which have to be classified differently may themselves be formed into separate paguthis irrespective of their area".

(Memorandum No. 18058/P5/61-1, dated 16th April 1962.)

BUDGET—PANCHAYAT DEVELOPMENT SCHEMATIC BUDGET—FORMATION OF—CERTAIN CLARIFICATIONS—ISSUED.

In G.O. Ms. No. 664, Rural Development, dated 16th August 1960, the Government approved the Panchayat Development Schematic Budget for the whole State. Instructions for the formulation of the Budget for each Block were issued in G.O. Ms. No. 211, R.D.L.A., dated 25th January 1961. The Collectors' Conference held at Ootacamund in May 1961 discussed several related matters with reference to which further instructions were issued in G.O. Ms. No. 2103, R.D.L.A., dated 25th July 1961. The Collector of North Arcot in his letter read above has raised some more points for clarification. The issues raised by the Collector and the decisions taken thereon are given below seriatum.

2. (i) *Question I—Local cess.*—It is found in some blocks that the balance of the local cess available, after crediting 4/9 of it to "Education Fund" is not sufficient to meet the minimum of 20 nP. per capital to be credited to "Village Panchayat Fund" as required in G.O. Ms. No. 664, R.D., dated 16th August 1960, and Section 115 (4) (*c*) of the Madras Panchayat Act, 1958. This is because of the fact that the population is large and the land revenue of the block is comparatively less. For the present, the Block Development Officers and the Commissioners have been instructed to credit the available amount to the "Village Panchayat Fund".

(ii) *Decision.*—In such cases what is to be done is that after crediting 4/9 of the local cess to the Panchayat Union (Education) Fund, the entire balance should be credited to the Village Panchayat Fund. It is not always necessary that this later amount should

work out to 20 nP. per head of population in the Union. Section 115 (4) (c) of the Madras Panchayats Act, 1958, only says that this result should be secured as nearly as possible.

3. (i) *Question II—Local Education Grant.*—The ceiling of Rs. 2·50 per capita may not be sufficient to meet the second slab of expenditure in some blocks. In such cases, the excess expenditure has to be shown as third slab. The quantum of assistance from Government towards the third slab may be fixed and intimated.

(ii) *Decision.*—The expenditure on school meals, social education and a portion of the teachers' salaries are all met outside the first and second slab of 100 nP. and 250 nP. per capita, respectively. As such it is doubtful whether, after all this, the expenditure would still project beyond the first and second slabs. The Collector is requested to report specific cases, for orders of the Government.

4. (i) *Question III—School Meals Grant.*—In G.O. Ms. No. 664, Rural Development, dated 16th August 1960, it has been laid down that the midday meals will be served to all children. The estimates furnished by the Deputy Inspectors of Schools are invariably for half of the pupils on roll—perhaps on the basis that only the poor children are eligible for the concession. While working out the cost of school meals grant that may be required to feed all the children in a block, it is found that an average of about Rs. 5 lakhs is required per block. The total cost for the entire State may exceed easily Rs. 1,500 lakhs, against a provision of Rs. 600 lakhs provided for the Third Plan period. It is presumed that the words " All Children " in G.O. Ms. No. 664, R.D., dated 16th August 1960, should be taken to mean " All eligible children " alone.

(ii) *Decision.*—The attention of the Collector is invited to the instructions issued in paragraphs 4 and 5 of Appendix I to G.O. Ms. No. 1850, Education, dated 8th November 1957. These instructions should be followed.

5. (i) *Question IV—Village Works Grant.*—The basic targets for the provision of drinking water-supply and link roads may be fixed and communicated (*vide* paragraph 30 of G.O. Ms. No. 664). A provision of Rs. 50 lakhs has been made in the State budget for the construction of schools on the basis of an allotment of Rs. 15 for every new school place created during the Third Plan period, with reference to block-wise break up of the State target of new enrolment. There may be many schools in need of additional accommodation for the existing schools. Some schools are at present located in rented buildings. New buildings have to be constructed in these cases as well. No provision has been made to meet this need. There is also no provision for carrying out the periodical repairs and maintenance of the existing buildings. Instructions as how to meet the expenditure on these items may be issued.

(ii) *Decision.*—The ultimate target is that every hamlet should have drinking water-supply and every village should be connected by road. But the freedom to fix priorities rests with the panchayat union with reference to the availability of resources. The Collector's attention, in this connection, is invited to the instructions issue in G.O. Ms. No. 2103, R.D. & L.A., dated 25th August 1961.

(Memorandum No. 114508/P1/61-2, Rural Development and Local Administration dated 24th October 1961.)

PANHAYAT UNION COUNCILS—INVESTMENT OF FUNDS—INSTRUCTIONS ISSUED.

Instructions regarding lodging of panchayat union funds have already been issued in paragraphs 6 and 7 of the "Manual of Instructions for the Maintenance of Accounts of the Panchayat Unions". The following instructions are issued in regard to the investment of funds of panchayat union councils :—

1. A panchayat union council may invest the whole or any portion of the undermentioned earmarked funds in the manner indicated against each in the order of preference indicated therein.

Earmarked fund. (1)	*Manner of investment.* (2)
Provident fund	(1) Madras Government securities and securities guaranteed by the Madras Government as to payment of interst and repayment of capital.
	(2) Securities issued by the Government of India including Savings certificates.
	(3) Post Office Savings Bank deposits (only in the case of provident fund balance likely to be required for early disbursement).
Endowment funds	(1) Madras Government securities and securities guaranteed by the Madras Government as to payment of interest and repayment of capital.
	(2) Securities issued by the Government of India including Savings Certificates.
Unspent Loan Funds	Fixed deposits for periods upto three years in the Madras State Co-operative Bank and Central Co-operative Banks approved by the Registrar of Co operative Societies for the purpose.

2. No other fund shall be withdrawn from a panchayat union council's treasury account for investment without the special sanction of the Government which will not be given unless there are special and exceptional reasons for giving it.

3. Investments in Madras State Co-operative Bank and Central Co-operative Banks referred to above should be made only with the previous sanction of the Additional Development Commissioner if the amounts proposed for investment in any one of the banks

together with the amount, if any, already invested in that bank exceeds Rs. 5,000. Every application to the Additional Development Commissioner for sanction to such investment or reinvestment should be submitted through the Registrar of Co-operative Societies.

4. Panchayat union council's investments except in respect of unspent loan funds should be made in Madras Government securities and securities guaranteed by the Madras Government except when there are special reasons for considering that it would be more advantageous to invest in one of the other permissible forms of investment.

5. The Commissioners of Panchayat Unions are informed that the instructions relating to 'Investments' contained in paragraph 122 of the Manual of Instructions for the maintenance of Accounts should be strictly followed in regard to the investment of funds of panchayat union councils.

(G.O. No. 420, Rural Development and Local Administration, dated 21st February 1962)

ACT—MADRAS LOCAL AUTHORITIES FINANCE ACT, 1961 (MADRAS ACT 52 of 1961)—COMMUNICATED.

With a view to augment the finances of local bodies, the State Legislature has enacted the Madras Local Authorities Finance Act, 1961 (Madras Act 52 of 1961) (copy appended). The act comes into force on the 1st April 1962—Vide Notification II-I No. 1369 of 1962, dated 17th March 1962, published at page 548 of Part II Section 1 of the *Fort St. George Gazette*, dated 21st March 1962.

2. Section 3 (1) of Madras Act 52 of 1961 enables the Corporation of Madras, the District Municipalities, the Township Committees constituted under the Madras District Municipalities Act, 1920, the Mettur, the Courtallam and the Bhavanisagar Township Committees and the Panchayat Union Councils, to levy in the form of a surcharge—

(i) a tax on entertainments held within its area at such rate *not exceeding the rate of tax* levied under section 4 of the Madras Entertainments Tax Act, 1939; and

(ii) a show-tax on cinematograph exhibition held within the limits of the local authority at such rate *not exceeding three times* the rate of tax levied under section 4 (*a*) of the Madras Entertainments Tax Act for that show. In the case of both these levies, power to fix the actual rate is vested in the local body concerned, as the Act prescribes only the maximum rate leviable.

The resolution of the local authority determining the levy a tax under section 3 (1) of Madras Act 52 of 1961 should specify the date from which the tax shall be levied—[Vide section 3 (2)]. A local authority cannot alter the rate or the date fixed in the

resolution, if it has already taken effect for a paricular year so far as that year is concerned [section 3 (3)]. The prior sanction of Government should be obtained for the abolition of an existing tax levied under section 3 (1) or for the reduction of the rate of such tax [section 3 (4)]. A notice specifying the rate at which and the date from which the tax shall be levied should be published in the mater prescribed by the Government [section 3 (5)]. The tax payable under section 3 (1) shall be assessed and collected by the Government [Section 4 (1)]. Exemption from the levy of the tax may be granted only with the *previous* sanction of the Government (section 5).

3. The Commissioner, Corporation of Madras, is informed that the maximum rate of property tax fixed in the existing Act has been increased from 20 per cent to 25 per cent by the amendment made to section 99 of the Madras City Municipal Act, 1919 by section 7 of Madras Act 52 of 1961.

4. The Commissioner of Corporation of Madras, the executive authorities of municipalities, the executive officers of the Kodaikanal, the Mettur, the Courtallam and the Bhavanisagar Township Committees and the Commissioners of Panchayat Unions are requested to bring the provisions of Madras Act 52 of 1961 to the notice of the Council or Committee as the case may be for necessary action.

APPENDIX.

ACT NO. 52 OF 1961.

An Act to enable local authorities to augment their finances by empowering them to levy certain taxes.

Whereas it is expedient to enable local authorities to agument their finances by empowering them to levy certain taxes;

Be it enacted in the Twelfth Year of the Republic of India as follows:—

1. *Short title and commencement.*—(1) This Act may be called the Madras Local Authorities Finance Act 1961.

(2) It shall come ino force on such date as the Government may by notification, appoint.

2. *Definitions.*—In this Act, unless the context otherwise requires,—

(*a*) " Entertainments Tax Act " means the Madras Entertainments Tax Act, 1939 (Madras Act X of 1939);

(*b*) " Government " means the State Government;

(*c*) " local authority " means—

(i) the Corporation of Madras, or

(ii) a municipal council or a township committee constituted under the Madras District Municipalities Act, 1920 (Madras Act V of 1920), or

(iii) a township committee constituted under the Mettur Township Act, 1940 (Madras Act XI of 1940) or the Courtallam Township Act, 1954 (Madras Act XVI of 1954) or the Bhavanisagar Township Act, 1954 (Madras Act XXV of 1954), or

(iv) a panchayat union council constituted under any law for the time being in force;

(*d*) " year " means the financial year;

(*e*) all words and expressions used but not defined in this Act and defined in the Entertainments Tax Act shall, in relation to a tax leviable under section 3, have the meanings respectively assigned to them in that Act.

3. *Levy of taxes as surcharge on entertainments tax and on tax on cinematograph exhibitions.*—(1) Any local authority may levy, in the form of a surcharge,—

(*a*) a tax on each payment for admission to any entertainment held within the local limits of the local authority at such a rate, not exceeding the rate of tax levied under section 4 of the Entertainments Tax Act for that payment, as the local authority may determine;

(*b*) a tax on each show of cinematograph exhibition held within the local limits of the local authority at such rate, not exceeding three times the rate of tax levied under section 4-A of the Entertainments Tax Act for that show, as the local authority may determine.

(2) Any resolution of a local authority determining to levy a tax under sub-section (1) shall specify the date from which it shall be levied.

(3) Where any resolution under this section has taken effect for a particular year, no proposals to alter the rate or date fixed in such resolution so far as that year is concerned shall be taken into consideration by the local authority concerned.

(4) Any resolution abolishing an existing tax levied under sub-section (1) or reducing the rate of such tax shall not be carried into effect without the sanction of the Government.

(5) When a local authority shall have determined to levy a tax under sub-section (1) for the first time or at a new rate, the local authority shall forthwith publish a notice in such manner as may be prescribed, specifying the rate at which and the date from which such tax shall be levied.

4. *Tax under section 3 to be assessed and collected by the Government.*—(1) Any tax payable under section 3 shall be assessed and collected by the Government in the manner provided in sub-section (2).

(2) The authorities for the time being empowered to assess, collect and enforce payment of any tax under the Entertainments Tax Act shall, subject to any rules made under this Act, assess, collect and enforce payment of any tax payable under clause (*a*), or

clause (*b*) or sub-section (1) of section 3 (including any penalty payable in respect thereof) in the same manner as the tax under section 4 or section 4-A, as the case may be, of the Entertainments Tax Act is assessed, paid and collected; and for this purpose they must exercise all or any of the powers they have under the Entertainments Tax Act; and the provisions of that Act including the provisions relating to composition of tax, returns, appeals, revisions, offences, penalties and the compounding of offences, shall apply accordingly.

(3) Notwithstanding anything contained in sub-section (2), the proceeds in any year of any tax so collected shall be paid to the local authority concerned after deducting towards the expenses incurred by the Government such percentage of the proceeds as the Government may fix.

5. *Power to exempt.*—Notwithstanding anything contained in this Act, any local authority may, with the previous sanction of the Government, exempt—

(*a*) admissions to any entertainment or class of entertainments from liability to the tax payable under clause (*a*) of sub-section (1) of section 3;

(*b*) shows of any cinematograph exhibition or class of exhibitions from liability to the tax payable under clause (*b*) of sub-section (1) of section 3.

6. *Other laws not affected.*—The provisions of this Act are in addition to, and not in derogation of, the Entertainments Tax Act or any other law for the time being in force.

7. *Amendment of section* 99, *Madras Act IV of* 1919.—In the proviso to sub-section (2) of section 99 of the Madras City Municipal Act, 1919 (Madras Act IV of 1919) for the figures and words "20 per cent" the figures and words "25 per cent" shall be substituted.

8. *Power to make rules.*—(1) The Government may make rules for the purpose of carrying out the provisions of this Act.

(2) All rules made under this Act shall be published in the *Fort St. George Gazette*, and, unless they are expressed to come into force on a particular day, shall come into force on the date on which they are published.

(3) Every rule made under this Act shall, as soon as possible after it is made, be placed on the table of both Houses of the Legislature, and if, before the expiry of the session in which it is so placed of the next session, both Houses agree in making any modification in any such rule or both Houses agree that the rule should not be made, the rule shall thereafter have effect only in such modified form or be of no effect, as the case may be, so however, that any modification or annulment shall be without prejudice to the validity of anything previously done under that rule.

9. *Power to remove difficulties.*—(1) If any difficulty arises in giving effect to the provisions of this Act, the Government, as occasion may require, may, by order, do anything which appears to them necessary for the purpose of removing thedifficulty.

(2) Every order issued under sub-section (1) shall, as soon as possible after it is issued, be placed on the table of both Houses of Legislature, and if, before the expiry of the session in which it is so placed or the next session, both Houses agree in making any modification in any such order or both Houses agree that the order should not be issued, the order shall thereafter have effect only in such modified form or be of no effect, as the case may be, so however, that any such modification or annulment shall be without prejudice to the validity of anything previously done under that order.

(Memorandum No. 53079-F1/62-1, Rural, Development and Local Administration, dated 28th March 1962.)

PANCHAYAT DEVELOPMENT AGRICULTURAL PRODUCTION—UTILIZATION OF AGRICULTURAL GRANT—CERTAIN CLARIFICATIONS—ISSUED.

In G.O. Ms. No. 2460, R.D. & L.A., dated 8th September 1961, model schemes and works to be taken up for execution under the Agricultural Grant of Rs. 2 lakhs have been communicated for adoption in the Panchayat Unions. The Collector of Coimbatore has requested the permission may be accorded to utilise the grant of Rs. 17,500 provided for the construction of veterinary dispensary building towards the construction of key village centre and sub-centres wherever necessary and also for the purchase of medicines for the use of Extension Officer (Animal Husbandry) and Gramasevaks in connection with the treatment of cattle. He has also requested that the subsidy for private poultry units may be increased from Rs. 100 to 500 per individual. The Government have examined the suggestions of the Collector and pass the following orders.

2. The Government permit that the grant of Rs. 17,500 provided against item 6 of Section I of Annexure I of G.O. Ms. No. 2460, Rural Development and Local Administration, dated 8th September 1961 for the construction of veterinary dispensary building may also be utilised for the construction of key village centre and sub-centres wherever necessary with the approval of the District Veterinary Officer concerned provided a contribution of one-third of the cost of construction of these centres is forthcoming from panchayats.

3. Provision of medicines, etc., should be the normal responsibility of the Panchayat Unions concerned. The medicines required for the veterinary first aid kits provided for Extension Officer (Animal Husbandry) and Gramasevaks will be provided by the Animal Husbandry Department. The amount provided under the Agricultural Grant should *not* be utilised for the purchase of medicines.

4. The suggestion that the subsidy for private poultry unit be increased from Rs. 100 to Rs. 500 is *not* accepted.

(Memorandum No. 2111/3, P 2/61-3, Rural Development and Local Administration, dated, 4th December 1961.)

AGRICULTURE—DISTRIBUTION OF AGRICULTURAL IMPLEMENTS—PILOT SCHEME FOR POPULARISATION OF IRON PLOUGHS AND MOULD BOARD PLOUGHS IN SELECT DISTRICTS—ORDERS IN G.O. Ms. No. 2460, RURAL DEVELOPMENT AND LOCAL ADMINISTRATION, DATED 8TH SEPTEMBER 1961—AMENDMENT—INSTRUCTIONS ISSUED.

In G.O. Ms. No. 2916, Food and Agriculture, dated 11th August 1961 orders have been issued for the implementation of a pilot scheme of distribution of Melur iron ploughs and mould board ploughs to ryots in the districts of Chingleput, South Arcot, Thanjavur, Tiruchirappalli and Coimbatore at a subsidised rate.

2. In G.O. Ms. No. 2460, Rural Development and Local Administration, dated 8th September 1961, a provision of Rs. 7,500 has been made for the Third Plan period to meet the expenditure on the subsidised distribution of agricultural implements to ryots in all the Panchayat Union areas.

3. The pilot scheme sanctioned in G.O. Ms. No. 2916, Food and Agriculture, dated 11th August 1961 permits a subsidy of 25 per cent whereas the scheme sanctioned in G.O. Ms. No. 2460, Rural Development and Local Administration, dated 8th September 1961 permits a 50 per cent subsidy. The Government now direct that in all the five districts of Chingleput, South Arcot, Thanjavur, Tiruchirappalli and Coimbatore where the pilot scheme will be in operation, the distribution of iron ploughs and mould board ploughs at 50 per cent subsidy as envisaged in G.O. Ms. No. 2460, Rural Development and Local Administration, dated 8th September 1961 (item 3 of Section II under Annexure I) be discontinued with immediate effect. Fifty per cent subsidy will, however, continue to be allowed on other agricultural implements as may be decided with reference to the instructions contained in paragraph 4 of section 4 of Annexure II to the G.O. Ms. No. 2460, Rural Development and Local Administration, dated 8th September 1961.

4. The Director of Agriculture is requested to issue strict instructions to all the District Agricultural Officers in this regard.

(Memorandum No. 246032-A, P-2/61-2, Rural Development and Local Administration, dated 17th January 1962.)

CO-OPERATION—ORGANIZATION OF JOINT FARMING SOCIETIES UNDER PILOT PROJECTS—PROCEDURE —REGARDING.

The working of Joint Farming Societies was recently reviewed by the Government. It has been decided that in future the following principles and procedure should be adopted for organizing a Joint Farming Society.

2. A preliminary inspection should be carried out by the Extension Officer (Co-operation) and the Extension Officer (Agriculture) of the block. A detailed project should be drawn up by them fully working out the economies of organizing a Joint Farming Society on the lands in question. The report should be based upon information gathered by means of a soil test. The report should take into account the situation of the land, its fertility, potentialities for irrigation types of crops suitable for the lands, etc. A farm production plan as is now prepared in the package area should also be prepared in respect of farms coming within the Joint Farming Society as part of the project report. After the project report is technically scrutinized by the District Agricultural Officer and the District Registrar of Co-operative Societies, it should be placed before the Panchayat Union Council and its recommendation obtained. Thereafter, it may be sent to the Registrar of Co-operative Societies who, if necessary may consult the Director of Agriculture on any technical points and then submit the proposals to Government for their sanction.

3. The Panchayat Union Commissioners are, therefore, requested to follow the above principles and procedure for organizing a Joint Farming Society.

4. The Registrar of Co-operative Societies is requested to communicate to the Panchayayt Union Commissioners in the non-package area a model farm production plan as is now prepared in the package area for being used in respect of farms coming within the joint farming societies.

(Memorandum No. 7759 P-2/62-, Rural Development and Local Administration, dated 29th January 1962.)

NUTRITION—EXPANDED NUTRITION PROGRAMME—APPROVED—ORDERS ISSUED.

The Government have had under consideration the question of implementing an Expanded Nutrition Programme with the assistance of UNICEF in this State in select blocks with a view to demonstrate to and to encourage village communities to adopt such practices in production and consumption of protective foods and to stimulate self-help in this regard. The Government have accordingly formulated a plan of operation for an Expanded Nutrition Programme in this State. The plan of operation received from the UNICEF was discussed with the Heads of Departments concerned and has since been finalised. The plan of operation as finalised is appended to this order.

2. The Government direct that the programme be implemented in the seven Rural Extension Training Centres of Krishnagiri, Bhavanisagar, S.V. Nagaram, T. Kallupatti, Aduthurai, Koilpatti and Pattukottai and in the three Home Science Wings connected

with S.V. Nagaram, Kallupatti and Bhavanisagar and in the seven blocks of Krishnagiri, Bhavanisagar, Arni, Kallupatti, Tiruvidamarudur, Pattukkottai and Koilpatti attached to the training centres.

3. The Government also direct that the Additional Development Commissioner be responsible for the implementation of the programme and the co-ordination of the various activities. He shall be assisted by the Assistant Development Commissioner (Training) and the Director of Women's Welfare. The Government direct that a Working Committee be constituted at State level to guide the implementation of the programme with the following members :—

Chairman.—Additional Development Commissioner.

Members—

(1) Secretary to Government, Education and Public Health Department.

(2) Director of Agriculture, Madras.

(3) Director of Animal Husbandry, Madras.

(4) Director of Fisheries, Madras.

(5) Director of Public Instruction, Madras.

(6) Director of Public Health, Madras.

(7) Director of Women's Welfare, Madras.

(8) Under Secretary to Government, Finance Department.

(9) Assistant Development Commissioner (Training), Madras.

The Deputy Secretary to Government (Programme), Rural Development and Local Administration Department shall be the Secretary and a member of the Committee.

4. The Committee shall meet once a month to assess the progress of the work. The Committee may undertake such tours as may be found necessary for assessing the progress of the work. The headquarters of the Committee will be Madras.

5. The panchayats shall be responsible for operating the programme at village level. The Panchayat Union shall be responsible for carrying out the programme at block level. In order to have co-ordination between Panchayat Union, the Project staff and the Training Centres, the Government direct that a Co-ordinating Committee shall be constituted at the block level with the following members :—

(1) Panchayat Union Chairman.

(2) Panchayat Union Commissioner.

(3) Principal of the Rural Extension Training Centre concerned.

It shall be open to the Co-ordinating Committee to co-opt any other person who is a member of the panchayat within the block, of the staff of the block or of the Training Centre as a member of the Committee, as the programme develops.

6. The expenditure on travelling allowances and daily allowance of the members of the Working Committee should be debited to the head of account to which pay and allowances of the officers are debited.

7. Orders sanctioning the expenditure for implementing the various items of the programme and the staff to be employed under the programme will issue separately.

APPENDIX.

Plan of Operations for an Applied Nutrition and Agricultural Extention Training Programme in Madras State.

The Government of India, hereinaftetr referred to as "the Central Government", the Food and Agriculture Organisation of the United Nations, hereinafter referred to as "FAO", the World Health Organization, hereinafter referred to as "WHO", and the United Nations Children's Fund, hereinafter referred to as "UNICEF",

BEING desirous of obtaining mutual agreement concerning an Expanded Nutrition Programme in the State of Madras, particularly with reference to the purpose of the project and the responsibilities which shall be assumed by each of the parties.

DECLARING that these responsibilities will be fulfilled in a spirit of friendly co-operation,

Have agreed as follows:—

ARTICLE I.

Basis of relationship.

The Basic Agreement concluded between the Central Government and WHO on 16th July 1952, the Basic Agreement concluded between the Central Government and UNICEF on 10th May 1949, and the Revised Standard Agreement concluded between the Central Government and the United Nations Technical Assistance Board on 31st August 1956, in so far as it relates to the FAO and the WHO, provide the basis for relationships between the Central Government and the Co-operating Agencies in this project, and the Articles of this Plan of Operations are to be interpreted in the light of the respective Agreements.

ARTICLE II.

Objectives.

The following are the Objectives for this Plan:—

1. *General.*—(*a*) To upgrade and expand the training of the village level workers in human nutrition by strengthing, where necessary, the existing training centres, and by operating a viable nutrition programme in the attached blocks, the purpose being to provide experience for the trainees and refresher courses for graduates;

(*b*) To demonstrate and to encourage village communities to adopt sound practices in production and consumption of protective foods, and to stimulate, through a programme of nutrition education, self-help in this regard.

2. *Specific.*—(*a*) To assist in improving teaching facilities, and in providing adequately trained staff in the 7 rural training centres and the 3 home science wings in the State;

(*b*) To develop practical field training for this programme in the attached blocks;

(*c*) To produce educational materials and to organize teaching and training programme for village leaders;

(*d*) To mobilize the primary producers in particular, and the total block community in general, for participation in a programme which will include:—

(i) Increased production of nutritionally valuable foods such as eggs, poultry, fish, vegetables, including legumes, and fruit.

(ii) Increased production of fodder and improved animal husbandry practices in order to increase milk supply.

(iii) Improvement of the nutritional status of the communities by means of an educational programme directed towards the inclusion of more protective foods in the normal diet.

(iv) Utilization of part of the increased output of protective foods in feeding programmes for pregnant and nursing mothers and pre-school children.

(v) Training and orientation of personnel required for the implementation and maintenance of this project.

Article III.

Plan of action.

The Central Government through the Government of Madras (hereinafter called the "State Government"), has the following plan of action for the attainment of the Objectives set forth under Article II above:—

A. *Area of operation*—

(1) This plan will be carried out in the seven rural extension training centres of Krishnagiri, Bhavanisagar, S.V. Nagaram, T. Kallupatti, Aduthurai, Pattukkottai and Koilpatti; in the three home science wings connected with S.V. Nagaram, Kallupatti and Bhavanisagar; and in the seven blocks of Krishnagiri, Bhavanisagar, Arni, Kallupatti, Tiruvidamarudur, Pattukkottai and Koilpatti attached to the training centres and in which the centres are situated. The training centres have an establishment of 77 staff members and 750 students, and the home science wings have 12 staff members and 120 students. The male students are provided with a two-year course; the women, one. The blocks have a total of 380 revenue villages with a population of 576,000 persons. Each block has its panchayat chairman and committees, a Block Development Officer, now designated as Panchayat Union Commissioner, and his supporting staff of seven subject-matter specialists. In addition, there are 12 village level workers (ten men and two women) stationed in each block.

B. *Project Nutrition Officer—*

(1) The State will appoint a Project Nutrition Officer who will give full time to this project. UNICEF will provide a stipend, if necessary, to train such a person, either in the six-month course at Calcutta or in one with equivalent standing elsewhere. His job will be to supervise and co-ordinate all the nutritional aspects of the programme, particularly nutrition training and food distribution programmes developed in the operational areas.

C. *Training Centres—*

(1) The centres for male workers will seek to incorporate at least 30 hours of theory, as opposed to the existing ten hours, and thirty hours of practice work in human nutrition. The Public Health Instructor, in each training centre, if he does not have nutrition education equivalent to the Project Nutrition Officer, will be given the same, stipends to be provided by UNICEF.

(2) At present Crop Husbandry (theory 200 and practical 150) provides, among other things, for training in the production of fodder, legumes, groundnuts, crop rotation and so on. Horticulture and plant protection (theory 200, practical 200) includes vegetables and fruits and all elements in their culture, and practice in all these aspects. The Animal Husbandry course include 47 hours in the general management of cattle—feeding 14 hours; dairying 29; poultry 14 hours and fisheries 9, in theory, and about an equal time for practical work. The authorities at the centres have considerable latitude in deciding where emphasis on the content of these courses will be placed; much will depend on the needs of the particular district where they serve. The training centres, in consultation with the Project Nutrition Officer will work out what plants are to be grown and what practices are to be followed in order that the best possible nutrition directly and indirectly, will be provided for the people.

(3) At present the students' practical work is generally restricted to eight or nine nearby villages in the blocks out of a possible 40 to 80. During the first part of their course they visit these villages once a week and later on, twice. Lack of transport is one of the main reasons for this limitation. UNICEF will contribute one personnel carrier to each centre to allow for greater mobility. This will also aid in wider observation of, and participation in, the ENP in the block. As the students, along with their instructors, move further afield in their block, their work, in so far as it involves the various facets of the ENP, will help in considerable measure to activate and extend the programme. This will need careful co-ordination with the panchayat and block programmes.

(4) In addition to providing each centre with one vehicle, UNICEF will supply educational aids, such as films, equipment for the production of educational materials, and other minor supplies as may be indicated and mutually agreed upon as the programme develops, and not to exceed the funds provided in the budget for this item.

D. *Solid Block Programmes*—

(1) The programme will be operated in all the villages of each block. Attempts will be made to carry out as complete a programme as circumstances and resources will allow. Some villages will not have fish pounds, others may have no extra land available. But in each place, balanced diets will be developed from produce at hand; for example, legumes, groundnuts, and the like may have to be substituted for animal protein. In other words balanced dietary patterns, which can be adapted to any type of environmental conditions, will need to be worked out.

E. *Co-ordination*—

(1) Co-ordination between the Panchayat Union, the block and the training centre is essential. To this end, a committee will be set up comprised of the Panchayat Union Chairman, the Panchayat Union Commissioner (B.D.O.), and the principal of the training school. Other members of the Panchayat Committees, the Block Development Officer's office, and the training school staff may be added or co-opted as the need of the programme indicates. The Panchayat Union will be responsible for implementing the programme in the villages. It will work through its committees (agriculture, education and women's), the village panchayat, women's and youth organizations, and various villagers who will be trained in such fields as poultry, pisciculture and gardening. It will be assisted through technical advice, guidance, field supervision and extension by the Block technical staff and village level workers. It will also receive advice in technical matters and assistance in extension activities from the staff and students of the training centre. The details of this division of labour and responsibilities will be worked out by the co-ordinating committee.

F. *Poultry*—

(1) Large poultry units, to serve as poultry extension centres for the districts, will be set up in each of the blocks. They will be located at block headquarters, in the training centres, or in whatever place the Government may decide upon in consultation with the co-ordinating committee. The Government will provide funds for the erection of these block units and for the supply of birds. UNICEF equipment—large incubators, feed grinders and mixers and brooders—will be placed here. The Government will provide housing for the plant, storage for feed and the like, and staff to operate the unit.

(2) Village poultry units will be set up on the basis of 60 hens, six cocks for every 2,000 population, or fraction thereof. The Government, through its block units, or from other sources, will supply 18,000 pullets and 1,800 cocks for these village units. The construction of poultry houses will be simple, local materials being largely used, and the deep litter method will be followed. The houses will provide adequate protection from weather and predators. Seventy-five per cent of their cost will be met by the State Government and 25 per cent by the panchayat.

(3) The Government will supply free balanced rations to feed these birds for one year. Subsequently, the panchayat will be required to continue the programme on its own resources; by that time the established units will be producing considerable revenue.

(4) Poultry units with 150-egg incubators and brooders will be set up at the headquarters of the village-level workers, primarily for the purpose of supplying stock to villagers, and will be run by the village level worker. The villagers will be provided with day-old chicks or eggs from these centres or from the block units, at concessional rates. Any villager who wishes to establish a flock of 20 or more birds will be given one week's training free.

(5) In order that the flocks of the village unit may have adequate attention, two villagers—possibly the gramsahayaks—from each unit will receive two-weeks' training, and will receive an honorarium of Rs. 15 a month for the first year. As duites required to handle this work are light, this personnel may also be used to assist in fish rearing and in the feeding programmes.

(6) The technical staff, as delegated by the co-ordinating committee, will be fully responsible for providing technical guidance to the panchayats and poultry raisers for the care and efficient management of the birds.

(7) The panchayats will be responsible for providing 5,000 eggs free for all pregnant and nursing mothers and pre-school children in every 2,000 population, or fraction thereof. This estimate is made on the basis of one egg per adult and one-half egg per child each week for six months, and that 10 per cent of the population (200) are pre-school children and 5 per cent (100) are nursing and pregnant mothers. This would provide approximately 1,500,000 free eggs for feeding programmes each year.

G. *Pisciculture*—

(1) All available water ponds, perennial or seasonal, will be stocked as needed. The latter will be furnished with faster-growing fingerlings as recommended and supplied by the Fisheries department. Free fingerlings will be donated by the department to the panchayats for the three-year programme.

(2) UNICEF will provide nylon yarn and other equipment as detailed in the section on commitments. The yarn will be supplied free to the panchayat, and will be woven into nets at the panchayat expense. In addition, any other necessary equipment such as oxygen cylinders, weedicides and soil analysis apparatus will be used by the department to assist the panchayats in their fish culture.

(3) In return, the panchayat will be required to supply 50 pregnant and nursing mothers and 100 pre-school children, in each 1,000 population, with 1,000 pounds of fish a year. Each adult will receive 6 ounces and each child 3 ounces, or a total of 40 pounds per week, for all the beneficiaries. Time intervals and feeding quantities will vary with the availability of fish, but the total quantity will be 1,000 pounds.

(4) UNICEF will provide stipends to train two villagers out of every 2,000 inhabitants in short courses on pisciculture. These persons will be selected by the panchayat and will be responsible for the care and protection of the ponds. The panchayat will be obliged to remunerate them as mutually agreed.

H. *School Gardens, Orchards, Fodder and Legume Production—School Gardens—*

(1) The majority of schools do not possess land. The panchayat, if possible, shall provide a school garden area of up to one acre per 2,000 population. In these and these places where schools already own land, school gardens will be started, if not now in operation. These gardens will be planned to produce vegetables and fruits of high nutritive value. It will be the responsibility of the Block Agriculture Extension Officer, in consultation with the Project Nutrition Officer and in co-operation with the schools, to develop these programmes. Such programmes will involve, where possible, the youth clubs. The produce from these gardens will be used in the school feeding programmes.

Horticulture—

(2) If necessary for school gardens, school teachers (one per thousand inhabitants) will receive a short period of training in horticulture. A leader from the youth club will also be eligible for training.

Fodder and Legumes—

(3) Whenever possible, the panchayat will make available at least 5 acres of land for production of fodder, legumes and vegetables. All Government land has now been vested in the panchayat. This land will be irrigated, if at all possible. UNICEF will supply pumps and piping; the State Government will dig wells, install and house the pumps. It is estimated that 200 such wells will be constructed and equipped.

(4) The use of this land will be decided by the panchayat in consultation with the Agriculture Extension Officer, Nutrition Officer and Animal Husbandry staff. The aim is to provide—

(*a*) at least one acre of vegetable and fruit produce for school lunches, if there is no separate school garden;

(*b*) more legumes for human food; and

(*c*) improved fodder production for milch cows.

This land will be used to demonstrate the best terop rotation for production of top nutritional quality food crops, employing the best methods, plants, seeds and grasses available. Such produce as is not used for school feeding programmes will be utilized as much as possible in village feeding programmes for nursing and pregnant mothers.

(5) The department of Animal Husbandry will intensify its extension programme in these areas for the development of better breeds of milch cows. This will be achieved by upgrading and selective breeding, and making the improved stock available to villagers through co-operatives. The fodder produced will be sold at market rates and the panchayats will encourage the villagers to grow more fodder and legumes on their own.

(6) The State Government will dig wells, furnish operating expenses for pumps, provide improved cattle, seed and plant materials. The panchayat will make land available and cultivate it. UNICEF will make provision for pumps and piping for wells, fertilisers, insecticides and garden tools. UNICEF will also supply stipends for the

training of two persons from each village for the above programme. As the programme progresses, these people may be given an honorarium proportionate to the time required to operate the fodder, legume and garden projects, if the workload warrants. This will be at the discretion of the panchayat in consultation with the co-ordinating committee.

I. *Staffing*—

(1) *The co-ordinating committee* will examine the staffing needs of the programme and plan for the best use of its personnel to ensure that the programme will be carried out efficiently.

(2) *The staff and students* of the training centre will be used as noted in Article III, item 'C'—"Training Centres". It will involve visits to more distant villages in the block, and close co-ordination with the plan being carried out by the panchayat, which should considerably strengthen both the centre and the block programme. The staff will be available to provide technical advice; the students will work in both the production and feeding programmes. The Home Science Wings, in addition to their regular teaching nutrition to the female village level worker's might provide the nutrition teaching and supervise the practicals in the male village level worker's centres attached, and be prepared to give other nutrition assistance in the programme as it develops. Each wing will have at least one instructress who has special training in nutrition. If each staff does not have one such trained person UNICEF will provide stipends to send as many as necessary to Coimbatore for this training.

(3) *The Block Development Officers* will be responsible for active co-operation—technical advice and assistance in all phases of the programme. As this includes every village in the block and affects important production and involvement phases of the life of every village, this will be a major field of work for them.

(4) *The Panchayat Union* will be responsible for carrying out the programme. Their committees—education, agriculture and women's—will have extra work in their own fields in order to plan and help carry out the field work in the villages.

(5) *The primary health and MCH centres* will assist in helping to identify the most important nutritional deficiencies, advise on diets to meet them, take part in training programmes and help in various ways as requested by the co-ordinating committee, within their resources, both personnel and physical.

(6) *The State Government* will provide extra staff for the project. Each of the poultry extension centres to be set up will have a Veterinary Assistant Surgeon, a stockman and an upper division clerk; two research assistants, one hydrologist, one soil chemist and seven inspectors of fisheries will be added; one Project Nutrition Officer, two audio-visual equipment operators and drivers for all the vehicles will be provided specifically for this project. In addition, the State Government will provide further staff as the programme may demand with further development.

(7) *Government personnel* (*V.L.Ws.*) village level workers (ten men and two woman) are already in place in the blocks. The Social Education Organizer, men and women, will give special attention to the programme. As noted above, this personnel will be increased as needed.

(8) The State Government, with UNICEF assistance, will train a small crops of workers for each village (1,000 inhabitants): one poultryman, two fishermen, two garden and fodder production assistants, and two women workers from the women's committees and youth organizations as available. These add up to at least seven trained workers in each village, or approximately 400 per block, some of whom, as noted in the text, will receive an honorarium.

(9) *Village Leaders* occupy an important place in the programme. The panchayat will have the support of his elected committee in operating the programme at village level. In addition, a special effort will be made to organize women's committees where these are not already existing. These groups will be basic in every village. Further, special efforts will be made to organize junior youth clubs as widely as possible. More social education organisers will be needed to promote this work. The State Government will provide these as required, as noted in Article VII.

J. *Types of training required.*—(1) Orientation courses for officers in the training centres involved, for block officers, for the panchayat union chairman and committees, and for the heads of primary health and MCH centres, will be organized. District Officers and Zilla Parishad will be invited to attend. This orientation will require not more than two days, the place and time to be arranged by the working committee. (*See* Article IV—" Administration and Assignment of Responsibilities ", paragraph 2). UNICEF will provide stipends at the rate of Rs. 5 per day.

(2) Village panchayats will have special responsibilites for implementing the programme. Special orientation courses for them, not exceeding three days, will be set up by the co-ordinating committee. It is essential that all aspects of the programme be understood in detail by the panchayat. UNICEF will provide stipends at the rate of Rs. 3 per day.

(3) Village level workers, men and women, will be given short orientation and refresher courses lasting ten days with special emphasis on the production and consumption phases of the programme. These courses will be given in the training centres. UNICEF will provide stipends at the rate of Rs. 3 per day.

(4) *Training for village personnel*—(*a*) *Poultrymen.*—Two from each 2,000 unit of population will be given a 10-day training course in some phases of poultry-raising. Approximate 500 persons will be trained. In addition, villagers, wishing to start flocks of their own, will receive seven days training as noted in Article III, item ' F '—" Poultry ".

(*b*) *Fishermen.*—Two fishermen from each village of 2,000 unit population will be given a 7-day course in simple practices of rearing and catching fish. Approximately 500 persons will be trained.

(*c*) *Horticulture and fodder production assistants.*—Two from each village of 1,000 inhabitants, where land can be found for school gardens and/or legume and fodder production farms, will receive training for ten days. It is estimated that not over 300 village units will be operated; thus 600 persons will be trained.

(*d*) *Women workers.*—Every village will require trained women to assist the panchayats. If the village has a women's organisation (madar sangam) the selection will be made by that body; if not, the panchayat will select two women from each village to receive a two-week course in nutrition and feeding. Seven hundred and sixty persons in all will be trained.

(*e*) *Youth organization leaders.*—One person from each youth organization will receive ten days' training on the different phases of the programme and on how youth organizations may assist. It is estimated that 200 persons will be trained.

During their training period, each of the above trainees will receive stipends of Rs. 1·50 a day from UNICEF. Most of the courses will be given at the tainning centres. The co-ordinating committee will be responsible for making all arrangements for these courses in which approximately 3,000 villagers will receive the training.

K. *Milk Feeding Programme.*—(1) UNICEF has agreed to release one million pounds of milk powder immediately for this programme. The panchayats, through the women's organisations, will commence distribution of this milk to the women and children in all the villages as soon as administrative details are worked out. The milk will be prepared by the women's committee, or by the panchayat until such a committee is formed, and distributed to its beneficiaries. This will be combined with other feeding programmes as they develop.

(2) The District Health Officer will be responsible for checking on the milk supplied to ensure its safety for human consumption. Block Medical Officers, where available, and sanitarians will be responsible for carrying out the inspection.

L. *Nutrition Education and Public Information.*—(1) In order that the programme may be firmly based, special education will be given to the villagers. Suitable educational materials for villagers covering all phases of the programme, including a general introduction to the nutrition problem, will be collected and prepared. The reasons for good nutrition practices will be emphasised, ways and means of obtaining the proper ingredients, and the best ways of utilising them. To accomplish this, suitable simple literature will be prepared, visual aids provided, such as posters, flannelgraph, flash cards, film stripes and other materials procured for effective demonstrations in the various aspects of the programme. The Project Nutrition Officer will be responsible for these activities.

(2) WHO and FAO will assist in producing the technical literature, and any pertinent information that may be required. UNICEF will supply funds for the production of literature, raw films, and two visual education trailors. One of the trailors will operate throughout the programme blocks in the southern part of the State; the other in the north. The State Government has trained operators available for this project. The operators will travel from village to village carrying on intensive education in basic nutrition. Each operator will be responsible to each training centre for the purpose of recording technical and other information given out by the visual education trailers.

(3) The State Government will provide trained photographers to prepare slides and movies; will help in producing literature and other aids; will provide operators for the vans, as well as running costs; and will give any assistance that may be found necessary to produce an effective education programme.

Article IV.

Administration and assignment of responsibilities.

1. *The Additional Development Commissioner* will be administratively responsible for the development of the project and the co-ordination of its various activities. The training centres are to be under his jurisdiction. He will be assisted by the Assistant Development Commissioner (Training) and Director of Women's Welfare.

2. It is proposed to establish a *working committee* consisting of the Additional Development Commissioner as Chairman; the Secretary to the State Government, Education and Public Health Department; the Directors of Agriculture, Animal Husbandry, Fishereis, Public Instruction, Public Health and Women's Welfare; the Under Secretary (Finance) and Assistant Development Commissioner (Training). The Deputy Secretary to the State Government, Rural Development and Local Administration Department, will be Secretary and a member of the Committee. It is planned to have the Committee meet once a month to assess the progress of the work.

3. *The Co-ordinating Committee* as noted in Article III, item "E"—"Co-ordination", will have responsibility at Block-level for the planning and implementing of the programme there.

4. The Panchayat has complete responsibility for operating the programme at village level. The State Government is strengthening the Directorate of Women's Welfare to facilitate active assistance and guidance in the programme.

5. The Project Nutrition Officer will be responsible for the nutrition education programme. He will be assisted by two full-time trained nutrition workers provided by the Directorate of Women's Welfare and the seven trained nutritionists in the Centres. These, in turn, will in short courses, train VLW's, teachers, panchayats, villagers and others as listed in Article III, item 'J' paragraph 5—"Training Schedule". The students of the centres will carry on some training of villagers during the practicals. The organisation of Article III, item 'L'—"Nutrition Education and Public Information" will be part of the responsibility of the Project Nutrition Officer.

6. WHO shall be represented by its Regional Office for South-East Asia in carrying out all the functions, activities, rights and duties of WHO as provided in this plan of operations. In all matters concerning the technical assistance in the field of health, to be provided under this plan of operations, WHO, through its Regional Office shall deal with the State Government.

Article V.

Co-operation, Food and Agriculture Organisation and World Health Organisation.

(1) The proposed project has the technical approval of the Food and Agriculture Organisation and the World Health Organisation. As the programme progresses, technical problems will be referred to these organisations for advice and assistance, e.g., contents of training courses, and simple technical literature. The assistance of FAO Experts, under ETAP regulations, will be made available at the request of the State Government. WHO will provide technical assistance and guidance to the project at the request of the State Government through its Regional Nutrition Adviser in the first instance.

Article VI.

Commitments of UNICEF.

1. UNICEF will provide techical supplies and equipment, as also financial assistance to cover the cost of stipends and travel in connection with training programme. The total UNICEF allocation for the project as a whole is estimated at $ 245,000 inclusive of freight charges. In the first instance the UNICEF contribution would come to $ 150,000. A supplementary budget will be allocated at a later date as determined by actual project implementation. The breakdown of UNICEF contribution is detailed below :—

	US$	US$
A. Equipment for training centres, 7 at $ 500 each.	..	3,500
B. The Block Programme—		
1 Poultry—		
7 Egg-Room Coolers	3,675	
7 Incubators 2,520 eggs capacity ..	8,100	
70 Incubators, 150 eggs capacity ..	5,700	
7 Feed Grinders	2,300	
7 Feed Mixers	5,600	
7 Platform scales	525	
84 Chick brooders, 350 birds, plus spares.	3,000	
Wire Netting 5,200 ft.	500	
Veterinary pharmaceuticals	1,000	30,400
2 Pisciculture—		
7 Social and water analysis equipments.	3,990	
42 Field test kits	220	
7 test outfits	840	
84 oxygen cylinders and valves ..	1,960	
Nylon twine (5,000 lb)	8,800	
Weedicides	3,000	
Induced breeding and refrigerator ..	500	
		19,310
3 Gardens and foodder—		
Pumps—300 at Rs. 803 ($ 180) ..	54,000	..
Piping	3,000	..
Fertiliser	25,000	..
Pesticides	3,500	..
Garden tools, 350 sets	4,300	
		89,800

B. The Block Programme—*cont.*

4 Information and Education—		
Production posters, literature, etc. ..	3,500	
Raw film, 16 m m.	3,500	
2 audio visual trailers	6,000	
		13,000
5 Transportation—		
7 Jeep station wagons, supervision from training centres at $ 2,500.	17,500	
7 Personnel carriers at $ 1,500	10,500	
7 Light delivery pickups at $ 2,375 ..	16,625	
		44,625
	..	8,365
6 Contingencies—		
Total of supplies and equipment ..	..	209,000
7 Freight at 10 per cent	..	21,000
8 Stipends (as per page 14)	..	15,000
Total	..	245,000

Article VII.

Commitments of the State Government.

1. Apart from the equipment, supplies, and funds for stipends to be made available by UNICEF, and the technical services to be furnished by FAO and WHO, the State Government will be responsible for providing all equipment, supplies, personnel and service necessary for this prrgramme.

2. The State Government's financial commitments for the three year period of the project are as follows :—

		Non-recurring. (1)	*Recurring (Project period three years.)* (2)
I. Poultry—			
1 Cost of establishing 290 village poultry units, per unit :—	RS.		
(*a*) Poultry houses 20′ × 15′ ..	600		
(*b*) 66 birds at Rs. 10 each ..	660		
(*c*) Equipment for houses ..	200		
(*d*) Litter material	32		
(*e*) Feeding charges at Rs. 2 per bird, per month: 66 × 2 x 12—(approx)	1,580		
(*f*) Honorarium for attendants ..	360		
(*g*) Incubation costs	60		
Total (approx.) ..	3,500	10,15,000	..
2 Cost of establishing 7 poultry extension centres at Rs. 59,300 non-recurring and Rs. 7,170 as recurring per centre ..		4,15,100	1,50,570
3 Buildings for storing grinding and mixing feed at Rs. 10,000 per centre ..		70,000	..
4 Pay and dearness allowance of veterinary assistant surgeon at Rs. 2,940 per centre		..	61,740

	Non-recurring. (1)	Recurring (Projecr p riod three years.) (2)
I Poultry—*cont.*		
5 Pay and dearness allowance of stockman at Rs. 1,320 per centre..	..	27,720
6 Pay and dearness allowance of upper division clerk at Rs. 1,620 per centre.	..	34,020
7 Maintenance cost of a jeep station wagon at Rs. 3,000 per centre ..	..	63,000
Total ..	15,00,000	3,37,050
II. Pisciculture—		
1 Grants for renovation of fish tanks at Rs. 10,000 per block	70,000	..
2 Collection and transfer of fingerlings at Rs. 10,000 per block per year ..	..	2,10,000
3 Not making and contingencies	..	6,000
4 Two Research Assistants, 1 Hydrologist and 1 Soils Chemist, at Rs. 3,984 per year.	..	11,952
5 7 Assistant Inspectors of Fisheries, at Rs. 8,000 per year	..	24,000
6 Travelling allowance for the above staff at Rs. 4,000 per year	..	12,000
Total ..	70,000	2,63,952
III. Garden, Orchard and Fodder and Legumes:—		
1 Cost of digging wells, at Rs. 1,000 per well for 200 wells	2,00,000	..
2 Sheds for motors, 200 at Rs. 200 each ..	40,000	..
3 Maintenance, fuel oil, repairs, etc., for pumps and motors at Rs. 120 each for 200, per year	..	72,000
4 Cost of seeds, levelling, fencing at Rs. 300 each for 200	60,000	..
5 Supervisory staff at Rs. 500 per year for 200	..	3,00,000
6 Cost of tools, implements, etc., at Rs. 100 each for 200	20,000	..
	3,20,000	3,72,000
IV. Transportation—		
Operation Cost of 14 vehicles at Rs. 3,000 per year	..	1,26,000
Total ..	..	1,26,000
V. Education—		
1 One Project Nutrition Officer at Rs. 5,000 per year	..	15,000
2 Production of films, posters, etc., at Rs. 10,000 per year	..	30,000
3 Operation of 2 audio visual trailers at Rs. 3,000 each per year	..	18,000
Total ..	..	63,000

		RS.
Overall Total	Non Recurring ..	18,90,000
	Rscurring .. .	11,62,002

Article VIII.

Target Time Schedule.

1	Launching of the Programme ..	January, 1962.
2	Appointment of Project Staff ..	January, 1962.
3	Establishment of Poultry seven Extension Centres.	July, 1962.
4	Establishment of village poultry units.	September, 1962.
5	Renovation of fish tanks, if necessary and stocking them.	June, 1962.
6	Establishment of school gardens ..	August, 1962.
7	Establishment of gardens for production of legumes, fodder, etc.	June, 1962.
8	Commencement of milk feeding programme.	March, 1962.
9	Commencement of distribution of eggs	December, 1962.
10	Commencement of distribution of fish.	January, 1963.
11	Commencement of distribution of vegetables and fruits.	September, 1962.
12	Orientation courses, training of villagers, etc.	From March 1962.

Article IX.

Final Provisions.

1 This plan of Operations will come into effect upon signature by all the parties and will remain in force for three years.

2 This Plan of Operations may be modified bo mutual consent of the paries concerned.

In witness whereof the undersigned, being duly authorised to that effect, have signed this plan of operations. Done in 12 copies in English.

At New Delhi, on 12th Jannuary 1962 .. For the Government of India.
Signature :
Name : Sd.
Title :

At New Delhi, on 14th December 1961. For the Food and Agriculture Organisation.
Signature :
Name : Sd.
Title :

At New Delhi, on 11th January 1962. For the World Health Organisation.
Signature :
Name : Sd.
Title :

At New Delhi, on 27th November 1961. For the United Nations Children's Fund.
Signature :
Name : Sd.
Title :

ARTICLE III 'J'

MADRAS ENP—TRAINING SCHEDULE (DATA EOR THE 7 TRAINING CENTRES-*cum*-BLOCKS).

Persons.	*Number of people.*		*Course Duration.*	*Total. days.*	*Rate.*	*Total expenses.*
	Per Block.	*Total number.*				
(1)	(2)	(3)	(4)	(5)	(6)	(7)
					nP.	RS.
Orientation—						
Officers' Training Centre	6	42	2 days	84	..	..
Block Officers	3	56	2 ,,	112		
Samiti Chairmen	7	49	2 ,,	98		
PHC and MCH Centres' incharge ..	..	4	2 ,,	8		
			Total Orientation	302	5	1,510
Village Panchayats	..	380	3 days	1,140		
Village Level Workers	13	91	7 ,,	637		
Teachers, gardeners	..	350	7 ,,	2,450		
			Total	4,227	3	12,681
Villagers—						
Poultry-men	2 each for every 2,000 population.	500 Approx	10 days	5,000		
Villagers owning flock		500 ,,	7 ,,	3,500		
Fishermen		500 ,,	7 ,,	3,500		
Gardeners	2 from each of the 380 units.	600	10 ,,	6,000		
Women workers	2 from each of the 380 villages.	760	14 ,,	10,640		
Youth organisees		200	10 ,	2,000		
			Total Villagers	30,640	1 50	45.960
Nutrition Officers		8	90 days	720	10 00	
			Total for Nut Officers (including Rs. 250 each for books Rs. 100 each for travel.)			10,000
					Total	70,151
					or approx	15,000·00

AGRICULTURAL GRANT—UTILISATION FOR THE SUPPLY OF AGRICULTURAL IMPLEMENTS TO PANCHAYATS AND CO-OPERATIVES—REGARDING—INSTRUCTIONS.

In G.O. Ms. No. 2460, Rural Development and Local Administration, dated 8th September 1961, a sum of Rs. 5,000 provision has been made for the supply of equipments and implements for panchayats for plant protection and other purposes. It has been laid down therein that the panchayat will formulate the scheme for this purpose and submit it to the concerned panchayat union for approval and after approval by the union the panchayat will sanction and incur expenditure from its own funds. According to this procedure, the panchayat will have to incur expenditure by placing orders with the companies and settle the bills direct and then claim the grant from the union.

2. It has been brought to the notice of the Government that the panchayats find it difficult in placing orders with the companies and in corresponding with them for the supply of implements and in settling the bills direct. It has, therefore, been suggested that equipments and implements may be purchased by the panchayat union on behalf of the panchayats after collecting the (one-third) contribution in advance from the panchayats.

3. The Government accept the suggestion and direct that the contribution from the panchayats may be collected in advance by the panchayat union and credited to the panchayat union production funds. Orders may then be placed with companies for the implements and equipments required by the panchayats and the bills therefor settled directly by the Panchayat Union Commissioner from the union funds. The Panchayat Union Commissioner should, on receipt of the implements from the firm, arrange for their distribution to the panchayats. The Panchayat Union Commissioner should then claim the grant from Government.

(Memorandum No. 249057, P-2/61-4, Rural Development and Local Administration, dated 26th March 1962.)

AGRICULTURE—COMMUNITY DEVELOPMMENT PROGRAMME—CATTLE-SHED-CUM-RURAL COMPOST SCHEME—DISCONTINUANCE OF LOAN-CUM SUBSIDY SCHEME—RUNNING A LOAN SCHEME—ORDERS ISSUED.

In G.O. Ms. No. 1204, Public (Rural Development Projects), dated 17th April 1959, a scheme known as the 'Cattle-shed-*cum*-rural compost scheme' was sanctioned. According to this scheme, a loan of Rs. 150 plus a subsidy of Rs. 50 was admissible for the construction of a model cattle-shed-*cum*-rural compost pit. The scheme was implemented in certain selected Stage I Blocks of the State in the first instance.

2. Consequent on the implementation of the Panchayat Act, the non-loan provisions under ' Irrigation and Reclamation ' have been pooled and made over to the Panchayat unions as Agricultural Grant '. As the subsidy portion of Rs. 50 per shed under the ' Cattle-shed-*cum*-Rural Compost Scheme ' was being met from the non-loan provision in the Block budget, under ' Irrigation and Reclamation ' and since it has ceased to be available in the Block schematic budget on account of the reason stated above. Government have examined the question of continuing the scheme as a purely ' *loan scheme* ', without the subsidy element and raising the loan portion from Rs. 150 to Rs. 250 per shed.

3. The Board of Revenue and the Director of Agriculture have agreed to the suggestion that the scheme may be implemented as a purely ' Loan Scheme '. Government accept their recommendation and direct that the " Cattle-shed-*cum*-Rural Compost Scheme " sanctioned in G.O. Ms. No. 1204, Public (R.D.P.), dated 17th April 1959, be run on a purely loan basis (without any subsidy) and that a loan of Rs. 250 (rupees two hundred and fifty only) per shed be granted under the Land Improvement Loans and Agriculturists' Loans Rules. The grant of loan should be governed by the conditions under the Land Improvement Loans and Agriculturists Loans Acts, in so far as disbursal, security, repayment, etc., are concerned, subject to the further condition that the work is completed within a period of three months.

4. No subsidy will be paid.

5. The scheme is extended to all the blocks in the State. The cattle-shed, for the construction of which the ryot will be granted the loan should conform to the design approved in the Government Order first read above. The Panchayat Union Commissioners in their capacity as Block Development Officers will intimate their requirements of funds under the modified ' Loan Scheme ' to the Collectors concerned. who will in turn pool their requirements and intimate them to the Board of Revenue (Land Revenue). The Board of Revenue will provide the required funds the District Collectors for distribution to the various blocks according to the actual demands.

6. The expenditure will be debited to " XLVII. Loans and Advances by the State Government—d. advances to cultivators—B. Loans under the Land Improvement Loans Act and Agriculturists Loans Act ".

(G.O. Ms. No. 972, Rural Development and Local Administration, dated 17th April 1962.)

7. This order issues with the concurrence of Finance Department—*Vide* U.O. No. 28457, EA/62-1, dated 3rd April 1962.

(Memorandum No. 25061, P-2/61-1, Rural Development and Local Administration, dated 6th September 1961.)

IRRIGATION—MINOR IRRIGATION—TRANSFER OF MINOR IRRIGATION SOURCES TO THE PANCHAYAT UNIONS—CONDITIONS SPECIFIED—CLARIFICATION ISSUED.

One of the conditions laid down in the Rules for the transfer of irrigation functions to Panchayat Union Councils, specified in Notification No. 24, issued with G.O. Ms. No. 1677, Rural Development and Local Administration (L.A.), dated 8th October 1960, reads as follows :—

" The transfer shall not be made unless a majority of the ayacutdars desire it."

2. At the departmental meeting with Collectors held at Madras during January 1961, it was agreed that the above condition requiring the consent of the ayacutdars before entrustment of minor irrigation sources to the Panchayat Unions be cancelled.

3. Orders have accordingly been issued in G.O. Ms. No. 2185, Rural Development and Local Administration, dated 4th August 1961 deleting the condition referred to in paragraph (2) above and making suitable amendments to the existing rules.

4. The Collectors are requested to note the amendments issued in the Government Order fourth cited and take steps for the transfer of minor irrigation sources of the Panchayat Unions wherever the transfer has not been effected so far, as laid down in the Government Order first cited.

(G.O. No. 4459, Revenue, dated 12th October 1961.)

IRRIGATION—TRANSFER OF MINOR IRRIGATION SOURCES TO PANCHAYAT UNION COUNCILS FOR PROTECTION AND MAINTENANCE AND EXECUTION OF KUDIMARAMAT—LOCAL IRRIGATION GRANT—INSTRUCTIONS—ISSUED.

In G.O. No. 711, Local Administration, dated 16th April 1960, orders have been issued to the effect that all minor irrigation sources under the control of the Revenue Department and which do not form part of the regular river irrigation system shall be transferred to the Panchayat Unions concerned for maintenance and protection. In order to enable the Panchayat Unions to discharge the responsibility thus entrusted, a special annual grant called the ' Local Irrigation Grant ' has been ordered to be made available to every

Panchayat Union concerned. The amount of this grant should be fixed by the Collector for each block on the following basis :—

(*a*) The average annual amount spent by way of repairs on all the minor irrigation sources of the block should be determined with reference to the actuals of five years ending 1959–60. If this amount does not exceed Rs. 2.50 per acre irrigated from the sources and does not also fall short of Rs. 1.50 per acre irrigated from the sources, that amount should be fixed as the Local Irrigation Grant.

(*b*) If the average annual amount referred to in (*a*) above exceeds Rs. 2.50 per acre irrigated from the sources, then a sum representing Rs. 2.50 per acre should be fixed as the Local Irrigation Grant, and

(*c*) If the average annual amount referred to in (*a*) above falls short of Rs. 1.50 per acre irrigated from the sources, then a sum representing Rs. 1.50 per acre should be fixed as the Local Irrigation Grant.

The grant so paid shall be credited to the 'Panchayat Union (Production) Fund'; and shall be accounted for separately from the General and the Education Funds of the Panchayat Union. Care should be taken to ensure that the grant is utilized exclusively to meet the expenditure on minor irrigation works.

2. The Accountant-General, Madras and the Examiner of Local Fund Accounts have sought clarificration and requested that necessary instructions may be issued to the Collectors on the following points in this regard :—

(i) whether the grants will be disbursed through the District Development Councilis to the Panchayat Union Councils and through the latter to the Panchayats or direct to Panchayats and/or Councils.

(ii) whether the Collectors will be instructed to certify in the orders sanctioning grants that necessary resolutions by the Panchayat Union Councils (or the Panchayats) have been passed;

(iii) whether the Collectors will be instructed to furnish the certificate of utilisation of the grants paid from time to time (based on the audited statements of expenditure to be furnished by the Union Councils);

(iv) whether the grant will be paid in advance or whether it will be sanctioned only at the close of each year.

(v) whether the amounts of grant will be limited to the actual expenditure incurred by the Panchayat Union or to the amounts calculated with reference to clauses (*a*), (*b*) and (*c*) of instructions issued in paragraph 5 (2) (ii) of G.O. No. 711, Local Administration, dated 16th April 1960 whichever is less;

(vi) whether in cases covered by clause (*a*) above, any unspent balance will have to be refunded to State funds or may be utilized for expenditure in the subsequent year or years; and

(vii) the head of account to which the "Local Irrigation Grant" shall be debited.

The Government have examined the above points and they pass the following orders :—

Item (i).—According to the orders in G.O. No. 711, Local Admnistration, dated 16th April 1960, the function of protection, maintenance, etc., of irrigation works has been transferred only to the Panchayat Unions and not to the Panchayats. It is left to the Panchayat Unions concerned to entrust that function to any Panchayat within its jurisdiction subject to certain restrictions laid down in the orders. Grants will be paid to the Panchayat Union Councils direct and it is left to the Panchayat Union Councils to apportion he grants, if necessary, among the Panchayats which have undertaken the function.

Item (ii).—With reference to the instruction in paragraph 5 (x) of G.O. No. 711, Local Administraton, dated 16th April 1960, a resolution of the Panchayat Union Council shall be obtained by the Collector before transferring the function to the Panchayat Union Council. The Collector shall mention about the receipt of this resolution in the proceedings sanctioning grant for the first time to the Panchayat Union Councils.

Item (iii).—A certificate shall be furnished by the Panchayat Union Council to the Collector at the end of every financial year. The Collector shall furnish the Accountant-General every year a certificate in regard to the utilization of the grants paid from time to time based on the certificate received by him from the Panchayat Union Councils.

Item (iv) to (vi).—Local Irrigation Grant shall be a half-yearly recurring grant payable in advance in July and January every year on the basis of instructions issued in paragraph 5 (2) (ii) of G.O. No. 711, Local Administration, dated 16th April 1960. The Collectors will release the grant to the Panchayat Union Councils of their districts. This grant shall be taken credit by the Panchayat Union Councils in its annual budget under "Panchayat Union (Production) Fund". This grant is to be accounted for separately and is to be utilized exclusively to meet the expenditure on Minor Irrigation Works. It is not, however, necessary to refund the unspent balance, if any, at the end of each financial year. The grant sanctioned is arrived at on the basis of average expenditure and therefore the utilization could be ensured only over a period of time. The certificate of utlization therefore should be with reference to the general progress in maintenance expenditure.

Item (vii).—The Local Irrigation Grant should be debited to the existing minor head "grants-in-aid" under "18. Irrigation, etc.—Other revenue expenditure financed from ordinary revenues—Irrigation Works—Works (Non-Commercial)—Minor Irrigation—Revenue Department—1. Grants-in-aid—2. Local Irrigation Grant to Panchayat Unions."

3. The presumption of the Accountant-General that the grant shall be paid to the Panchayat Union Councils in lieu of the expenditure now incurred on the maintenance of the minor irrigation sources is correct.

4. In Board's Proceedings Rt. No. 3140, dated 29th April 1961, a sum of Rs. 40 lakhs has been placed at the disposasl of the Collectors for expenditure towards the maintenance and protection of minor irrigation sources during 1961-62. The Government direct that the Minor Irrigation Grant due to the Panchayat Unions be disbursed from the above amount by the concerned Collectors to the Panchayat Unions in their districts to whom the minor irrigation sources have been transferred for maintenance and protection, on the basis of the principles laid down in G.O. No. 711 Local Administration, dated 16th April 1960 and referred to in paragraph 1 above. The Collectors should obtain reports from each of the Panchayat Unions in their districts as to the exact amount of Local Irrigation Grant to which they are entitled, scrutinize them and issue specific sanction orders in respect of each Panchayat Union. Reference shoud be made in the sanction order to the resolution of the Panchayat Union accepting the responsibility for maintenance and protection of minor irrigation sources transferred to it and the order of the Collector transferring the minor irrigation sources.

5. A copy of each of the orders issued by the Collectors should be sent to (i) the Director of Panchayat Finance, (ii) the Government in the Rural Development and Local Administration Department, (iii) the Board of Revenue (Land Revenue). The Collectors should ensure that the amounts made available to the Panchayat Unions are utilized only for maintenance and protection of minor irrgation sources entrusted to them.

(G.O. No. 4459, Revenue, dated 12th October 1961.)
(Memorandum No. 222883, Rural Development and Local Administration, P-2-61-2, dated 9th January 1962.)

IRRIGATION—MINOR IRRIGATION SOURCES TRANSFERRED TO PANCHAYAT UNIONS FOR MAINTENANCE—EXECUTION OF MAINTENANCE WORKS—RULES APPLICABLE—INSTRUCTIONS ISSUED.

Orders have been issued in the Government Order first cited transferring to the Panchayat Unions concerned the functions relating to the protection and maintenance of Minor Irrigation works in

charge of the Revenue Department which are situated in the respective Panchayat Development Blocks, and which do not form part of a river irrigation system, subject to the further condition that tanks under the control of the Public Works Department shall not be transferred even if they are unconnected with a riverr irrigation system.

2. A question has been raised whether the rules issed in G.O. No. 1441, Rural Development and Local Administration, dated 22nd May 1961 or G.O. Ms. 2103, Rural Development and Local Administration, dated 25th July 1961 should be followed in the execution of maintenance of minor irrigation works thus transferred to the Panchayat Unions. G.O. Ms. No. 2103, Rural Development and Local Administration, dated 25th July 1961 in a special order applicable only to be taken up under the Village Works Grant, and is therefore *no applicable* for execution of maintenance of minor irrigation works. The general rules as to the conditions on which and the mode in which contracts may be made by or on behalf of Panchayat Union Councils are prescribed in G.O. No. 1441 Rural Development and Local Administration, dated 22nd May 1961. Government direct that these rules shall be followed for execution of maintenance of minor irrigation works entrusted to Panchayat Unions.

(Memorandum No. 222883, Rural Development and Local Administration, P-2/61-2, dated 9th January 1962.)

IRRIGATION—MAINTENANCE AND PROTECTION OF IRRIGATION SOURCES WHICH FORM PART OF RIVER IRRIGATION SYSTEM—INSTRUCTIONS ISSUED—CLARIFICATION.

The Collector of North Arcot has stated that due to the merger of the Minor Irrigation staff with the Highways and Rural Works department, with effect from 1st April 1961, there is technical staff attached to the Revenue Department to attend to the protection and maintenance of the irrigation sources which form part of a river irrigation system. He has presumed that these sources should be transferred to the control of the Highways and Rural Works Department for future protection and maintenance.

2. The attention of the Collector is invited to the orders in G.O. Ms. No. 1590, Revenue, dated 11th April 1961, wherein it has been specified that the major administrative items of the work relating to maintenance and repairs to minor irrigation sources could be transferred to the Highways and Rural Works Department with effect from 1st April 1961. In the circumstances, the presumption of the Collector (namely, that the protection and maintenance

of the minor irrigation sources which form part of a river irrigation system should be transferred from the Revenue Department to the control of the Highways and Rural Works Department) is correct.

(Memorandum No. 240659, Rural Development and Local Administration, P-2-61-3, dated 18th January 1962.)

EDUCATION—ELEMENTARY—REORGANIZATION ON THE BASIS OF THE REPORT OF THE LEGISLATURE COMMITTEE ON WHITE PAPER ON EDUCATION—PUPIL TEACHER RATIO—ORDERS ISSUED.

The Government accepted the recommendations of the Legislature Committee on White Paper on Education, in regard to the raising of pupil-teacher ratio in aided elementary and basic schools so as to remove the disparity between schools under private managements and schools maintained by local authorities. After a further examination of this question and a detailed consideration of all the issues involved the Government direct that grant be assessed on the following basis in respect of teachers in aided elementary schools, including higher elementary schools, and aided basic schools, including Senior Basic Schools, with effect from the 1st July 1958 :—

For the first 35 pupils in average attendance—1 teacher.

For the second slab of average attendance from 36 and up to 70 2nd teacher.

For the third slab of average attendance from 71 and up to 105—3rd teacher.
and so on in slabs of 35 pupils in term of overall average attendance.

2. This formula will not, however, apply to the teachers, other than substituted appointed in leave vacancies, for whom grant was assessed and paid during 1957–58, so long as the school continues to function and the average attendance does not decrease from that of 1957-58. When the attendance decreases, grant shall be assessed on the basis of the existing pupil-teacher ratio. For example—if the average attendance of a school was 70 in 1957–58 and there was four teachers grant would have been assessed for all the four. If the average attendance decreases to 68 in 1958–59 grant cannot be assessed for all the teachers but it should be assessed for only three teachers on the basis of existing pupil-teacher ratio.

3. Additional teachers, whether temporary or permanent, can be appointed only when the revised pupil-teacher ratio is satisfied.

4. Teachers can be appointed in a vacancy caused by resignation or retirement or when a teacher goes on leave only when the revised pupil-teacher ratio is satisfied.

5. Teachers who do not possess the prescribed qualifications and who have been exempted for a specified period should not be continued in service beyond that period, even if further exemption is granted unless the revised ratio is satisfied. When a qualified teacher is appointed to replace the unqualified teacher the revised ratio should be satisfied.

6. Appointment of additional teachers should be made only with the previous approval of the Deputy Inspector of Schools. No grant will be assessed in respect of teachers appointed without prior approval.

7. Notwithstanding what has been stated in paragraph 1, when the number of pupils in average attendance in any particular standard exceeds 35, it shall be divided into two or more sections with the previous permission of the Deputy Inspector of schools on the basis of the slab formula specified in paragraph 1.

Illustration.—When the average attendance is 36 to 70 it shall be divided into two sections. When the average attendance is 71 to 105 is shall be divided into three sections and so on.

8. Grant shall be assessed inrespect of teachers of standards other than those permitted to be divided into two or more sections on the basis of the slab formula specified in paragraph 1.

9. Grant shall in no case be assessed for more teachers than there are recognised standards or approved sections in the school or than are actually employed in the school, whichever is less.

10. If the average attendance of any school falls below 20 the question of closure of that school or amalgamating it with any other school should be considered.

11. The pupil-teacher ratio laid down in paragraph 1 will apply to all elementary schools under all types of managements.

12. The Director of Public Instruction is requested to send up separate detailed report *immediately* in respect of pupil-teacher ratio in primary Department of Secondary and Middle Schools.

(G.O. Ms. No. 639, Education, dated 2nd April 1958.)

EDUCATION—THE MADRAS TEACHERS CONTRIBUTARY PROVIDENT FUND INSURANCE-PENSION RULES, 1955—AMENDMENTS ISSUED—SCHEME EXTENDED TO TEACHERS IN SECONDARY AND SPECIAL SCHOOLS.

Government sanctioned in G.O. No. 1611, Education, dated 30th August 1956, a scheme of Contributory Provident Fund-Insurance-Pension in the first instance for all teachers of elementary schools and certain categories of teachers of secondary schools under aided

managements, municipal councils, district boards, and panchayats, with effect from 1st April 1955. Government have been considering the question of extending the scheme to other categories of teachers. They have now decided to amend the scheme and to extend it to all other categories of teachers in secondary schools and to the teachers in other schools recognized by the Education Department such as Nursery, Montessori, Kindergarten and Pre-Basic Schools, Oriental schools and Schools for the handicapped children, Training Schools and Anglo-Indian Schools. The scheme shall come into force in respect of these categories of teachers (not covered by the orders in G.O. No. 1611, Education, dated 30th August 1966) with effect from 1st April 1958, i.e., it shall be applicable to those who retire from service on or after the 1st April 1958.

2. The scheme as amended is appended to this order.

3. In this connexion the Government also pass the following orders. Pension is to be sanctioned on receipt of a formal application from the persons concerned. Cases may arise of teachers dying immediately or shorty after retirement without having formally applied for pension. In such cases, the authority competent to sanction a pension to the deceased teacher, had he made a formal application before death, may sanction pension or gratuty, as the case may be, from the date of retirement up to and inclusive of the date of his death as if he had made a formal application for the same before retirement, and pay the amount to the heirs of the deceased provided that the time-lag between retirement and death does not exceed six months. Cases in which the time-lag exceeds six months, should, however, be referred to Government for a decision.

4. It is desirable that the work relating to the scheme of pension sanctioned with reference to these orders is kept separate from the work relating to ordinary pensions to Government servants. In order to distinguish these bills from the bills relating to ordinary pensions, the forms to be used for drawal of these pesions may be printed on papers of a different colour from those used for drawal of ordinary pensions. The Controller of Stationery is requested to print the pension forms for use of teachers on paper of a different colour.

5. The scheme will not affect the pensions admissible under either Article 802, Civil Service Regulations (i.e.), pensions of Local Fund employees already subject to the pension scheme under the control of Government or Article 804, Civil Service Regulations (i.e., pensions of teachers in Government School transferred to the control of Local Bodies). The rules relating to the grant of gratuties by local bodies to their officers and servants will cease to supply with effect from the 1st April 1955 or from 1st April 1958 as the case may be to teachers in the service of local bodies.

6. The rules relating to the preparation of pension papers, etc., applicable to Government servants and the forms at present in vogue for pension purposes will be generally adopted in the case of these persons.

7. The accounting and audit work relating to the Pension Scheme will be entrusted to the Accountant-General, Madras.

8. The expenditure on account of payment of pension and gratuity under this scheme will be debited under the following heads of account :—

Pension.—" 55. Superannuation allowances and pension—a. Superannuation and retired allowance—C. Pensions to teachers of aided schools and schools of local bodies."

Gratuity.—" Payment to teachers of aided schools and local bodies" to be opened under " 55. Superannuation allowances and Pensions—d. Gratuities."

The expenditure on the scheme is on ' New Service ' and the approval of the Legislature will be obtained in due course Pending the approval of the Legislature, the expenditure will be initially met by an advance from the contingency fund. The Director of Public Instruction is requested to intimate to Finance Department the probable expenditure likely to be incurred during 1958–59.

(G.O. No. 1109, dated 31st May 1958.)

APPENDIX.

THE MADRAS TEACHERS' CONTRIBUTORS PROVIDENT FUND-INSURANCE-PENSION RULES, 1958.

CHAPTER I—GENERAL.

1. (i) These rules may be called the Madras Teachers' Contributory Provident Fund-Insurance-Pension Rules, 1958.

(ii) They shall be deemed to have come into force on 1st April 1955 provided that in respect of items (*l*) to (*v*) in category II and all the items in categories III and IV of rule 2 below the payment of pension shall commence only from 1st April 1958 without claim for any arrears prior to 1st April 1958.

(iii) The Madras Teachers' Contributory Provident Fund-Insurance-Pension Rules, 1955, shall be deemed to have ceased to be in operation with effect on and from the 1st April 1958.

2. These rules shall apply to the following classes of trained teachers employed in recognized elementary schools, secondary schools including post-basic schools and training and special schools

(Nursery, Montessori, Kindergarten and Pre-basic schools, Oriental Schools and schools for handicapped children, and Anglo-Indian Schools, run by aided managements, municipal councils, district boards and panchayats:—

Category I—Elementary Schools.

(*a*) Lower Elementary Grade.

(*b*) Higher Elementary Grade (including Junior Basic Trained).

(*c*) Secondary Grade including Senior Basic Trained).

(*d*) Collegiate Grade.

(*e*) Pre-vocational Instructors.

(*f*) Pandits (appointed in the place of Secondary Grade teachers in complete higher elementary schools).

(*g*) Music teachers.

(*h*) Supervisors of elementary schools.

Category II—Secondary Schools, including Post-basic Schools.

(*a*) Elementary and Secondary Grade.

(*b*) Pandits (appointed before 1926 and who do not hold Oriental Titles).

(*c*) Second Grade Pandits.

(*d*) Oriental Title-holders (pandits who are placed in Grade II only).

(*e*) Hindi Pandits (Second Grade).

(*f*) Physical Training Instructors (Second Grade).

(*g*) Drawing masters.

(*h*) Manual Training Instructors and Assistant Manual Training Instructors.

(*i*) Craft Instructors.

(*j*) Music teachers—Grades I and II.

(*k*) Sewing and Needlework mistresses.

(*l*) Teachers in Drawing and Painting under bifurcated courses eligible for the scale of pay applicable to Secondary Grade Teachers.

(*m*) Headmasters (including District Board Educational Officers —G.O. Ms. No. 172, Education, dated 31st January 1961) and L.T. Assistants.

(*n*) Grade I Pandits.

(*o*) Physical Directors and Physical Training Instructors (Grade I).

(*p*) Secretarial Assistants.

(*q*) Commercial Instructors.

(*r*) Engineering Instructors and Assistant Instructors.

(*s*) Agricultural Instructors.

(*t*) Domestic Science Assistants (bifurcated courses).

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(*u*) Teachers in Music and Drawing (bifurcated courses).

(*v*) teachers in drawing and Painting under bifurcated courses possessing the qualification prescribed for those who will be eligible for the L.T. Assistant's scale of pay.

Category III—Training and Special Schools.

(*a*) Headmasters and L.T. Assistants.

(*b*) Grade I Pandits.

(*c*) Physical Training Instructors—Grade I.

(*d*) Secondary Grade Teachers.

(*e*) Grade II Pandits.

(*f*) Physical Training Instructors—Grade II.

(*g*) Drawing Masters.

(*h*) Music teachers.

(*i*) Manual Training Instructors and Craft Instructors.

(*j*) Sewing and Needlework mistresses.

(*k*) Elementary Grade teachers.

Category IV—Anglo-Indian Schools.

(*a*) Headmasters and B.T. Grade Assistants.

(*b*) High Grade Trained.

(*c*) Middle Grade Trained.

(*d*) Language Pandits.

(*e*) Specialist teachers.

(*f*) Primary Grade Trained.

"NOTE (1).—Trained teachers who have been exempted from the operation of Teachers' Provident Fund Rules and who subscribe to private funds of the institutions accepted by the Director of Public Instruction will also be eligible for pension subject to other conditions being satisfied."

(G.O. Ms. No. 2079, Education, dated 25th November 1958.)

"NOTE (2).—The term 'Trained teacher' wherever it occurs in the rules shall include a language Pandit a Specialist teacher such as Physical Training Instructor, Craft Instructor, Music Instructor, teacher employed under the bifurcated courses of studies. Pre-vocational Instructor in Higher elementary Schools, who possesses the qualifications prescribed for such appointment in the Madras Educational Rule or rules relating to elementary schools or in the Code of Regulations for Anglo-Indian Schools as the case may be and a teacher who has been permanently, exempted by the competent authority from the possession of the prescribed qualification."

(G.O. Ms. No. 1077, Education, dated 26th May 1959).

CHAPTER II—CONTRIBUTORY PROVIDENT FUND.

3. The Provident Fund instituted by the Government for the benefit of teachers in non-pensionable service and the provident funds instituted by district boards and municipal councils will continue to be maintained according to the rules in force, immediately before the date of coming into force of these rules.

"NOTE (1).—Teachers who were in service on 1st April 1955 or 1st April 1958 or who entered service after 1st April 1955 or 1st April 1958, as the case may be, shall be required to contribute to the teachers Provident Fund from 1st April 1955 or 1st April 1958 or from the date of their appointment as the case may be, if they have not already been contributing to the fund.

NOTE (2).—Failure to contribute to the Teachers Provident Fund shall entail forfeiture of consideration of the service put in during the period for which contribution was not made to the fund, for the purpose of pension".

(G.O. No. 2460, Fducation, dated 31st December 1959.)

CHAPTER III—INSURANCE.

4. Every teacher shall, within one complete year from the date on which he completes five years of service, insure his life, for a policy maturing at the age of 55 years, with the Postal Life Insurance or with the Life Insurance Corporation for the minimum amount as specified in the table below and keep the policy alive and unencumbered:—

TABLE.

Serial number and description.	*Those who have not completed the age of 30 years.*	*Those who have completed the age of 30 years but not 35 years.*	*Those who have completed the age of 35 years but not 40 years.*
(1)	(2)	(3)	(4)
	RS.	RS.	RS.
1 Lower and Higher Elementary Grade teachers, Pre-vocational instructors, Music teachers, Pandits in aided and local body elementary schools and Assistant Manual Training instructors in aided and local body secondary schools.	500	400	300
2 Secondary Grade (including Senior Basic Trained) teachers and supervisors of elementary schools in elementary schools Secondary Grade Teachers, Grade II Pandits, Physical Training Instructors, Grade II, Drawing masters, Manual Training Instructors, Craft Instructors, Music teachers, Sewing and Needlework mistresses in aided and local body secondary schools and in training and special schools teachers in Painting	1,000	800	600

Serial number and description.	Those who have not completed the ages of 30 years.	Those who have completed the age of 30 years but not 35 years.	Those who have complited the age of 35 years but not 40 years.
(1)	(2)	(3)	(5)
	RS.	RS.	RS.
and Drawing under bifurcated courses eligible for the scale of pay applicable to Secondary Grade teachers and special st teahers and Primary Trained Teachers in Anglo-Indian schools.			
3 Headmasters and L.T. Assistants, Grade I Pand ts, Physical directors and physical Training Instructors (Grade I), Secretarial Assistants, Commercial instructors, Engineering instructors and Assistant instructors, Agriculture instructors, Domest c Science Assistants (bifurcated courses) teachers in Music and Drawing (bifurcated course) and teachers in Drawing and Painting, under bifurcated courses possessing the qualification prescribed for those who will be eligible for the L.T. Assistants scale of pay in secondary schools ; Headmasters and L.T. Assistants, Grade I Pandits and Physical Training Instructors—Grade 1 in training and special schools : and Headmasters and B.T. Grade Assistants, High Grade Trained, Middle Grade Trained and Language Pandits in Anglo-Indian schools.	2,000	1,600	1,200

Provided that in the case of teachers of elementary schools (including supervisors of elementary schools) and teachers coming under items (*a*) to (*k*) of category II in rule 2, a teacher who has already completed five years of service on the 1st April 1955 shall insure his life within a period of two years from the 1st April 1955 and in the case of teachers coming under items (l) to (*v*) in that category and teachers in training and special schools and in Anglo-Indian schools in categories III and IV in rule 2, a teacher who has completed five years of service on 1st April 1958 shall insure his life within a period of two years from the 1st April 1958:

Provided further that if a teacher (including a supervisor of elementary schools) has already taken out an insurance policy for the minimum amount specified above and if it is unencumbered, he need not take out a fresh policy under this rule.

5. When a teacher included in item 1 of the Table in rule 4, is appointed to a post included in item 2 thereof, he shall, within six months of such appointment, effect additional insurance, so as

to bring his total insurance to cover the minimum appropriate to his new category. Similarly when a teacher belonging to the said item 2 is appointed to a post included in item 3 thereof he shall, within six months of such appointment, effect additional insurance so as to bring his total insurance to cover the minimum appropriate to his new category. No such additional insurance need, however, be effected in cases where in the opinion of the District Educational Officer (or the Inspectress) the teacher's chances of holding the post in the higher category are not such as to enable him to finance the policy for the higher amount.

NOTE.—Rules 4 and 5 shall not apply to a teacher who is wholly rejected for insurance as a bad life or who has completed the age of 40 years, or to teachers belonging to the religious orders who has been exempted from subscribing to the provident fund for teachers or to teachers observing Purdah (Memo. No. 78585/E6/58-2 Education, dated 20th August 1955).

6. A teacher who fails to comply with the provision of rules 4 and 5 shall forfeit all his service prior to the date of insurance for purposes of pension.

7. A subscriber may, at his option, withdraw annually from the portion of the accumulations in his provident fund representing his own subscription including interest thereon, the amount required for payment of life insurance premia. The Government will not make any payments on behalf of subscribers to the Insurance Corporation or to the Postal Life Insurance direct nor take steps to keep a policy alive. The insurance policies shall be produced once a year for inspection by the Inspecting Officers of the Education Department:

Provided that in respect of teachers employed by district boards and municipalities, the procedure prescribed in rule 10 of the rules for the working of the provident fund maintained by the district boards and municipalities may be followed and the policy assigned in favour of the executive authority or such person as the district board or municipality may from time to time appoint for this purpose. It shall be sufficient in these cases if a certificate issued by the district board or municipality in favour of the teachers to the effect that they have taken out a policy and it is kept alive is produced at the time of inspection by the Inspecting Officers of the Education Department.

8. A policy taken under these rules may be assigned to any member of the subscriber's family but not to anyone else as a gift or for value received.

NOTE.—For the purpose of this rule the term 'family' shall have the same meaning as in rule (4) (1) (iii) of the Madras Contributory Provident Fund Pension Insurance Rule, 1950.

CHAPTER IV—PENSION AND GRATUITY.

9. The age of compulsory retirement shall be 60 years in the case of trained teachers of aided elementary schools, and Anglo-Indian Schools and 55 years in the case of trained teachers employed under local bodies, aided secondary schools, aided training and special

schools. In the case of trained teachers under aided elementary schools who are retired at the age of 55 years in accordance with the rules framed by those managements, the age of compulsory retirement shall be 55 years:

Under rule 9—

(1) Provided that nothing contained in this rule shall preclude a teacher who has completed the age of 55 years or 50 years as the case may be from being employed after retirement either in the same school or in any other school under the same or a different management including a local body either as a teacher in accordance with the rules and orders on the subject or in any other capacity either on a part-time or full-time basis. In such case the teacher can draw the pension admissible under the rules but his pay on employment after retirement will be regulated as follows:—

(*a*) If the teacher is employed after retirement as such in a non-Government school the pay during employment should be so fixed that the pension admissible and the pay during re-employment together do not exceed the pay drawn at the time of retirement.

(*b*) If the teacher after retirement gets employed in any capacity other than that of a teacher he can receive such remuneration during the period of employment which together with the pension admissible does not exceed the pay last drawn as teacher, if the remuneration is taken into account for purposes of grant from State Funds.

(*c*) If the remuneration dawn under (*b*) above is not taken into account for purposes of grant from State Funds, the restrictions referred to in (*b*) above will not apply.

If any of the conditions are violated, the pension due may be withdrawn.

(G.O. Ms. No. 2250, Education, dated 16th September 1961.)

(2) Provided also that when a retired teacher is employed under the State Government in any capacity whatsoever, he shall be allowed to draw his pension in full and in addition such pay and allowances as will bring his total emoluments up to the total emoluments drawn by him on the date of retirement. In the case, however, of a teacher re-employed in lower post his emoluments plus pension during the period of re-employment shall be limited to the total emoluments drawn by him at the time of retirement or to the maximum pay of the post in which he is re-employed together with the corresponding allowances whichever is less:

(G.O. Ms. No, 1778, Education, dated 18th August 1960.)

(3) Provided further that a trained teacher who, having attained the age of compulsory retirement as defined above prior to 1st April 1955, was actually in service in the same or in any other school on or after 1st April 1955, shall be eligible for pension subject to the condition that service put in by him beyond the date on which he attained the age of 60 will not be reckoned for pension.

(G.O. Ms. No. 1834, Educatian, dated 7th September 1959.)

NOTE.—The authority competent to sanction pension should specify clearly in the pension applications of teachers who retired from aided schools the age of compulsory retirement adopted by the schools.

Explanation.—For the purpose of this rule, the date of superannuation shall be reckoned from the date of birth entered in the T.S.L.C. of the teacher. In the case of a teacher who is not required to possess the T.S.L.C. the date of birth entered in the T.S.R. or service book as the case may be shall be taken into account for purpose of determining the date of superannuation. In case the year of birth is known but not the month and date, the 1st July of the year shall be taken as the date of birth. When both the year and the month of birth are known, the 16th of the month shall be taken as the date of birth.

The above explanation shall not apply to teachers retired before the issue of this amendment. For these teachers, the actual date of relief from the school either on the basis of the date of birth entered in the T.S.L.C. or on the basis of the date of birth entered in the Teachers' Service Register or service book as the case may be shall be considered as the date of retirement provided that the month and year in the Teachers' Service Register or service book tally with the month and year recorded in the T.S.L.C.

(G.O. Ms. No. 1112, Education, dated 17th May 1961.)

10. (*a*) In computing the length of service for calculation of pension and gratuity, temporary, officiating and permanent service shall be reckoned as qualifying service.

(*b*) If there are breaks in service on account of any reason such breaks shall not have the effect of forfeiting the past service provided the teacher had been discharged or retired as per rules and orders.

(*c*) Leave without pay, suspension allowed to stand as a specific penalty, overstayal of joining time or leave not subsequently regularized and periods of breaks shall not be reckoned as qualifying service.

(*d*) In computing the qualifying service, service under all managements, viz., Government, local bodies and aided, shall be taken into account.

11. Leave with allowances (except casual leave and vacation which are treated as duty) shall be allowed to count as qualifying service to the extent provided under Article 408 of the Civil Service Regulations.

12. (*a*) A teacher shall be eligible for payment of pension or gratuity, as the case may be—

(i) on retirement by reason of his attaining the age of superannuation under rule 9, or on voluntary retirement after completing a qualifying service of 30 years, or

(ii) on discharge due to the abolition of the post, or

(iii) on discharge due to closure of schools or consequent on the withdrawal of recognition of schools, or

(iv) on discharge due to invalidation on medical grounds, or

(v) on retirement on the date of commencement of the school-year just proceeding his completion of 55 years or 60 years as the case may be in order to avoid dislocation in the middle of the school-year.

NOTE.—The rules regarding medical certificates in the Civil Service Regulations shall be followed in the case of invalidation on medical grounds.

(*b*) A teacher shall be eligible for pension if he has rendered a total qualifying service of 10 years or more and discharged or retired as per rules and orders. In the case of teachers of elementary schools coming under category I of rule 2 and those coming under items (*a*) to (*l*) of category II of the said rule in secondary schools; items (*d*) to (*k*) of category III of the said rule in training and special schools and items (*e*) and (*f*) in category IV of the above rule in Anglo-Indian schools the pension for each such completed year of service shall be calculated at 1/120th of the average emoluments drawn during the last three years of his service subject to a maximum of 30/120th of his average emoluments. In the case of teachers coming under items (*m*) to (*w*) of the said category II in secondary schools, items (*a*) to (*l*) of the said category III in training and special schools and items (*a*) to (*d*) of the said category IV in Anglo-Indian schools, pension shall be paid at the rate of Rs. 30 per mensem for thirty years of qualifying service. A special additional pension of Re. 1 for each year of active service as headmaster subject to a maximum of Rs. 5 may be given to Headmasters of High Schools, Secondary Training Schools, Nursery and Pre-Basic Training School, Oriental High Schools and of Anglo-Indian High Schools, who retire as headmasters. If the total period of qualifying service is less than thirty years but not less than ten years proportionate pension may be given.

Under rule 12 (*b*)—

Explanation.—For the purpose of this rule, the pension of a teacher whose service was partly in a category for which the maximum pension is 30/120th of the average emoluments and partly in a category for which the maximum admissible pension is Rs. 30 per mensem for 30 years qualifying service and who retired as a teacher belonging to the latter category shall be determined as if his or her entire service was in the latter category. This explanation shall be deemed to have come into force from 1st April 1955.

(G.O. Ms. No. 948, Education, dated 27th April 1961.)

(*c*) On retirement, or discharge as per rules and orders, if the qualifying service falls short of 10 years but not less than five years, a gratuity equal to one-half of a month's emoluments for each completed year of service shall be paid to teachers in elementary schools in the said category 1 and teachers coming under items (*a*) to (*l*) of category II in secondary schools, items (*d*) to (*k*) of category III in training and special schools and items (*e*) and (*f*) of category IV in Anglo-Indian schools, referred to in rule 2. No gratuity shall be admissible to a teacher who has put in a qualifying service of less than five years.

"NOTE (1)—The terms 'emoluments' and 'average emoluments' shall refer to the actual pay drawn, including special pay and temporary or officiating pay, but excluding all allowances, which are in the nature of compensatory allowances. Where however the actual pay drawn is in excess of the maximum of the Government scale of pay the maximum of the Government scale of pay should be taken into account. If the increments allowed by the managements are more favourable than those prescribed in Government scales of pay, the rates of pay actually drawn, so long as they are within the maximum of the scale of pay prescribed by Government should be taken into account.

NOTE (2)—For the purpose of calculation of average emoluments during a period of leave, suspension, etc., the provisions in Articles 486 and 487 of the Civil Service Regulations shall *mutatis mutandis* apply in the case of those coming under these rules.

NOTE (3)—Service as Headmaster should be continuous for the period for which the special additional pension is claimed. Leave periods other than leave without pay, if any taken during service as headmaster shall count for special additional pension provided that a certificate is furnished by the sanctioning authority to the effect that he would have continued to serve as headmaster but for his going on leave.

NOTE (4)—The duty allowance given to headmasters in all elementary schools may be taken into consideration for purposes of calculation of pension, provided that in the case of headmasters in aided elementary schools who are paid duty allowance in excess of the rates applicable to headmasters in local body schools, only the portion of the duty allowance equal to that sanctioned to headmasters in elementary school under local bodies shall be taken into accounts for purposes of pension." [G.O. Ms. No. 2302, Education, dated 3rd December 1959.]

13. The service put in by a teacher before he has completed 20 years of age, shall not qualify for pension or gratuity.

14. War service or military service rendered by a teacher shall also count as service qualifying for pension, to the extent provided in Articles 356, 357-A and 357-C, Civil Service Regulations, and the liability on that account shall also be borne by the Government.

15. The authority competent to sanction the pension or gratuity of a teacher may, at his discretion, condone a deficiency up to a maximum period of twelve months in the qualifying service if the qualifying service exceeds nine years but falls short of ten years in the case of grant of pension and exceeds four years but falls short of five years in the case of grant of gratuity.

16. The pension shall be subject to such reduction as may be found necessary for unsatisfactory work and conduct during the period of service of a teacher.

17. The pension found admissible may be sanctioned by the District Educational Officer, the Inspectress of Girls' Schools or the Inspector of Anglo-Indian Schools as this case may be in respect of trained teachers employed in their respective jurisdiction after necessary check. On receipt of sanction, together with the connected documents in his office, the Accountant-General, shall, after due verification and check, issue the Pension Payment Order to the person concerned. In case of delay, the payment of an anticipatory pension may be authorized by the Accountant-General. Cases requiring the grant of any concessions not contemplated in these rules shall be submitted to Government for their orders.

18. There shall be no commutation of pension sanctioned under these rules.

19. The scheme of compassionate gratuity shall not be applicable to teachers.

20. Any temporary increase in pension shall not be admissible to teachers.

EDUCATION—REORGANISATION—AGE OF ADMISSION TO SCHOOL—ORDERS ISSUED.

The Legislature Committee on the White Paper on Education drew attention to various defects in the enforcement of age regulations relating to admission to schools. In order to remove those defects, the Committee made the folowing recommendations :—

(i) The possibility of effecting a check-up and reconciliation between the age given in the application for admission and the age recorded in the Public Register of Births and should be considered Such a check up (if possible) should be made without entailing any expense to parents.

(ii) A reference date (the 1st of July) should be fixed for purposes of admission to schools. At present there is a heavy bulge in the enrolment figures of the first standard which is caused mainly by the fact that admissions are made more than once without a common reference date. This practice should be stopped. If this is done, the budge will get gradually reduced and ultimately disappear.

(iii) First admissions are made direct to higher standards (usually after private study) without reference to a correspondingly higher minimum age. This practice should be changed and a minimum should be enforced for each higher standard correlated to five plus at the first standard.

2. The Government have examined these recommendations in consultation with the Director Public Instructions and they pass the following orders :—

(i) The reconciliation between the age given in the application for admission and the age recorded in the Public Register of Births need not be insisted on in every case as a matter of course. But where there is doubt, the parent or guardian should be required to produce a certified extract from the Birth Register in proof of age before admission is made.

(ii) The minimum age for voluntary admission in the first standard shall continue to be five plus. A reference date is, however, essential and it shall be fixed as the 31st July of the year of admission. For admission Standard I in all elementary including basic and secondary schools a child should complete five years on the 31st July of the year of admission. The admission can, of course, be made at the time of the re-opening of the school (even if this is before the 31st of July) or any time thereafter subject to the orders on point (iv) below.

(iii) A minimum age should be enforced for direct admission to each higher standard correlated to five plus on the 31st July in the first standard. The age-limit for direct admission will thus

be six plus, seven plus, eight plus, etc., for new standards II, III, IV, etc., respectively on the 31st July of the year of admission. For this purpose, direct admission will mean admission otherwise than from recognised schools and will include—

(a) admission from private study;

(b) admission from recognised schools in Madras State; and

(c) admission from schools outside Madras State.

(iv) Admission in Standard I may be allowed till the Vijayadasami day provided that the child completes or has completed five years on the 31st July. Admissions in standards other than I shall not be allowed after the 31st July. The District Educational Officers are empowered to permit the admission of pupils coming from other States with record sheets or transfer certificate countersigned by the Inspecting Officers of their States into elementary schools in this State even after the reference date, if their admission is otherwise permissible as per rules—G.O. Ms. No. 2464, Education, dated 24th November 1960.

3. In 1959, instructions were issued to the effect that during the school-year 1959-60 pupils should be admitted in new standard I of elementary and secondary schools if they had completed five years of age at the time of admission and that consequently a corresponding minimum age for direct admission to each higher stanadrd up to Standard IV at the time of admission during 1959-60, should be enforced. The orders in paragraph 2 above shall in modification of the existing orders in the matter, come into force in respect of admission to new Standards I to V during 1960-61 and shall be extended to new standard VI in 1961–62 and new Standard VII in 1962-63.

4. As for New Standard VIII and above, there is ordinarily no direct admission except for admission of pupils from other States. In respect of such admissions also the orders in paragraph 2 above should be enforced from 1963–64 onwards.

5. The Director of Public Instruction is requested to issue necessary instructions to all schools and subordinate officers. (The above orders were made applicable to the admission of pupils in primary classes of secondary schools also in G.O. Ms. No. 1048, Education, dated 9th May 1961.)

(G.O. Ms. No. 1296, Education, dated 16th June 1960.)

ELEMENTARY EDUCATION—PANCHAYAT UNION AREAS—MONTHLY RETURNS OF AIDED SCHOOLS—SUBMISSION TO THE PANCHAYAT UNION COMMISSIONERS—INSTRUCTIONS ISSUED.

At present Managements of aided elementary schools send a Monthly Return to the Deputy Inspectors of Schools. After the formation of Panchayat Union councils, the responsibility for spread of elementary education rests with the Panchayat Union Council and as the Panchayat Union Commissioner should have an idea of the educational facilities that exist in the area. He should also know the place of enrolment of children and their attendance, etc. As the Development Block is a unit by itself and the progresss of education in each block has to be studied constanly, Government consider it desirable that the monthly returns of aided schools in the Panchayat Union area should be sent to the Panchayat Union Commisssioner also. The Director of Public Instruction is requested to issue necessary instructions to the Deputy Inspector of schools and the aided managements in this regard.

(Government Memo. 89339-2 E8/60, dated 27th September 1960.)

ELEMENTARY EDUCATION—APPOINTMENT OF SEPARATE TAMIL PANDITS IN HIGHER ELEMENTARY SCHOOLS FROM 1961-62—ORDERS PASSED.

Under the existing orders Tamil Pandits can be employed in higher elementary schools only in the place of secondary grade teachers in view of the importance attached to the study of Tamil in elementary schools under the revised syllabus the Director of Public Instruction has recommended that separate Tamil Pandits possessing the qualification prescribed in Rule 13 of the Madras Educational Rules may be appointed in higher elementary schools having four or more sections in Standards VI to VIII of those schools *in addition to* the number of secondary grade teachers in charge of the higher elementary standards.

2. The Government accept the recommendation of the Director of Public Instruction and authorize the employment of Tamil Pandits in higher elementary and senior basic schools under local bodies and the assessment of grants on behalf of Tamil Pandits employed in higher elementary and senior basic schools under private management with effect from the school-year 1961-62.

3. The Pandits will be allowed pay and assessed grant in the scale of pay admissible to grade II Pandits appointed in secondary schools, i.e., Rs. 90–4–110–3–140 besides the usual allowances. The Director of Public Instruction is requested to suggest suitable amendments to the "Rules for the grant of Recognition and aid to elementary schools".

4. The expenditure on the appointment of the Pandits will be met by the District Boards other than Thanjavur and by the Panchayat Union Councils from out of the net cost grant to be sanctioned to them for 1961-62. The Ditsrict Board, Thanjavur and the Municipal Councils should meet this expenditure from out of their Elementary Education Fund Accounts.

(G.O. Ms. No. 334, Education, dated 14th February 1961).

FORMS AND REGISTERS—PANCHAYAT UNION ELEMENTARY SCHOOLS—SUPPLY — INSTRUCTIONS — ISSUED.

Before the formation of the Panchayat Union Councils the forms and registers required for the elementary schools were printed and supplied by the District Boards at the commencement of each academic year. Under the Madras Panchayats Act, 1958, all the elementary schools come under the control of the Panchayat Union Commissioners. An agency has now to be created, in the place of the District Boards, which would be responsible for supplying the forms and registers required by the elementary schools. The following instructions are issued :—

2. A l.st of forms and registers required for each of the elementary school is given in the Annexure to the memo. The specimen of thef orms and registers will be available in the District Board Offices. The Collectors are requested to assess the requirements of forms and registers for all the elementary schools under the control of the Panchayat Union Commissioners for a year in their districts and print their consolidated requirements locally after calling for tenders and supply them to the Panchayat Union Commissioners concerned at the commencement of each academic year. The expenditure incurred on this account should be debited to the concerned Panchayat Union in the district. The Collectors are informed that the idle stock now available with the District Boards concerned should be taken into consideration before calling for tenders for the next academic year.

(Memo. No. 29011-1 E8 61, Education, deted 24th March 1961)

ELEMENTARY EDUCATION—PANCHAYAT UNION COUNCILS—CENSUS REGISTERS OF SCHOOL AGE CHILDREN—MAINTENANCE OF.

A copy of the memorandum of instructions for the proper maintenance of census registers in elementary schools is forwarded to the Panchayat Union Commissioners for information and necessary action.

(Memo. No. 37349-2 E3 61, Education, dated 3rd Jnne 1961)

APPENDIX.

Memorandum of instructions for the proper maintenance of Census Registers of school-age children in Elementary schools.

The census of children of school-age is one of the registers required to be maintained in every Elementary school and basic school. The enumeration is confined to the areas served by the school. This register gives an account of each child in attendance at school and also of children of school-age who are not in attendance. The maintenance of an up-to-date census record in each school enables the teachers to do propaganda work by making house-to-house visits and to persuade the parents to send their children to school. This is a valuable register and is of vital importance in areas where compulsory education is introduced. The usefulness of the register depends on the accuracy of the entries made and hence it is necessary that the information contained in the register should be fairly accurate especially in regard to the age of the child.

2. The work of maintaining a correct census does involve additional work for the teachers. But by suitably planning the work be so arranged that it does not cause undue strain. The first census should be done carefully on the spot in ink. Once this is done, it should be possible to bring it up to date periodically without much additional work. In rural areas, particularly, the number of houses is limited and personal visits by the teachers for bringing the register up to day will not take much time. As and when fresh information about new comers to the area reaches the teachers necessary entries should be made. Besides, it should be thoroughly checked once a year and revised by making additions and deletions wherever necessary later. All the corrections are expected to be made in the register itself. Then it has to be copied afresh carrying out the corrections. This part of the work of re-writing can be done at school during holidays. The best suited period for a thorough annual re-check is the summer vacation. This is also a period when teachers can meet the parents and induce them to admit their children at the beginning of the next school-year. But as most of the teachers may not be prepared to stay in the school village during vacation for doing this work, the entire work will fall on the heads of a few conscientious teachers only. To avoid such a contingency it is desirable to postpone this to the last few weeks of the academic year. It is also necessary that the annual revision is done with reference to a particular date every year. The Tamil New Year's day generally falls on the 13th or 14th of April and the elementary schools generally close on or about the first of May each year for summer vacation. This is a happy coincidence which may be made use of. The annual verification and revision may be made with reference to this date, viz., Tamil New Year day.

3. Once the census has been started it will be comparatively easy to enter in the register at what class the pupil ceased education, whether he was transferred to another school or the reasons for which parents withdrew him from school.

4. The main difference between the census record maintained in a school and that maintained in any other office is that (1) the enumeration is confined only to the school-age children, and (2) the whereabouts of the children whether reading, discontinued, etc., are also entered in the school census.

5. It is likely that in a few areas, parents are reluctant to give information about their children. But such cases will be exceptionally few. In such cases, the enumeration can be done with the help of friendly neighbours and village heads.

6. To avoid a complete re-writing of the census whenever new abodes spring up, it is desirable to allot one or more pages to every street or to every group of houses where streets are not formed.

7. A few pages at the beginning and at the end should be provided for (1) noting the abstract, and (2) for noting the birth year by year as received in the Birth and Death Register maintained by the village headman.

The form of the register may be as follows:—

Door number or serial number of the hous.	Serial number of the residents' family.	Name of the head of the family.	Number of members in the family.	
			Male.	Female.
(1)	(2)	(3)	(4)	

Names and ages of the children of the age group 5 to 11.			Name of school in which the child is reading.	Standard School-year.	Remarks.
Name	Boy or girl.	Date of birth. Age			
		(5)	(6)	(7)	(8)

The abstract to be noted at the beginning may be of the following form:—

Abtract 1, *pagewise*—

Page number in the Census Register.	Number of houses.	Number of families.	Total population.		
			Men.	Women.	Total.
(1)	(2)	(3)	(4)	(5)	(6)
Total	..	..			

Number of children of the age group 5–11.

5–6 Group.						6–7 Group.					
Reading.		Not-reading.		Total		Reading.		Not-reading.		Total.	
B	G	B	G	B	G	B	G	B	G	B	G
(1)		(2)		(3)		(4)		(5)		(6)	

7–11 Group.						6–11 Group.					
Reading.		Not-reading.		Total.		Reading		Not-reading.		Total.	
B	G	B	G	B	G	B	G	B	G	B	G
(1)		(2)		(3)		(4)		(5)		(6)	
						Total					

Abstract 2, *streetwise*—

Name of the street.	Number of houses.	Number of families.	Total population.		
			Men.	Women.	Total.
(1)	(2)	(3)	(4)	(5)	(6)
Total	..	..		..	

Number of children of the age group 5–11

5–6 Group.						6–7 Group.					
Reading.		Not-reading.		Total.		Reading.		Not-reading.		Total.	
B	G	B	G	B	G	B	G	B	G	B	G
(1)		(2)		(3)		(4)		(5)		(6)	

7–11 Group.						6–11 Group.					
Reading.		Not-reading.		Total.		Reading.		Not-reading.		Total.	
B	G	B	G	B	G	B	G	B	G	B	
(1)		(2)		(3)		(4)		(5)		(6)	
Total							Total				

Care should be taken to verify whether the totals of abstract 1 and abstract 2 tally.

8. Though for purposes of compulsion, the minimum age is fixed as 6, the minimum age for voluntary enrolment is 5 plus. So it is desirable to have an idea of the number of pupils of the age group who have come to school on a voluntary enrolment basis. Pupils who have not been voluntarily enrolled in a particular year should be compulsorily enrolled in the next school-year when they attain the age 6 plus. With such a list on hand, the teachers can contact the parents and inform them that their children having attained the age 5 plus could have been enrolled in that year itself and that there is no escaping from the enrolment in the next year when they come to the age 6 plus.

9. In the end, one page may be allotted for recording the births in each calendar year. The village headmen may be contacted by the teachers and an extract may be taken from his register of births and deaths in the Census Register in the following form:—

Birth recorded in the year by the Village Headman.

Date.	Street.	House.	Father's name.	Mother's name.	Child born Male or Female.

10. When the teacher goes round the village making house to house visits for annual revision he refers to these birth extracts and checks up whether the information furnished by the parents is correct or not. Discreet questions may have to be put by the Headmaster to the head of each family where he finds children who should have attained school-age according to birth extracts are omitted to be mentioned by the family heads.

11. As soon as compulsion is introduced in an area it is the duty of the Educational Extension Officer to convene a meeting of the head teachers of the schools lying in that area and to demarcate the area for each school for purposes of taking census so that no area may be left unenumerated and no area is visited by more than one enumerator.

12. Government after examining the recommendation of the Legislature Committee on the White Paper on Education passed orders in their G.O. Ms. No. 1296, dated 16th June 1960 about a reference date for purposes of admission to schools. The reference date is fixed as the 31st July of the year of admission. For admission in Standard I in all elementary including basic and secondary schools a child, should complete five years on the 31st July of the year of admission. Government have also ordered in the same Government Order that admission in Standard I may be allowed till the Vijayadasami Day provided that the child completes or has completed five years on the 31st July.

13. In the case of schools in compulsory areas the age of admission for compulsory enrolment is fixed as 6 plys. In areas where compulsory education is introduced in the particular year, say, e.g., 1961–62, all pupils born during the period 31st July 1954 to 31st July 1955 including the dates 31st July 1954 and 31st July 1955 are of the age group 6–7 or 6 plus on 31st July 1961, the reference date for purposes of admission to schools in the school-year 1961–62. The Headmaster should with reference to the Birth and Death Register kept by the village headman, list out pupils born during the period 31st July 1954 to 31st July 1955 and take steps in the year 1960–61 itself to keep the parents informed about their children who will attain the age 6 plus in the next school-year and prepare the ground necessary for getting the children enrolled at the beginning of the school-year 1961–62.

14. During the Census taken recently, as a preliminary step to enumeration, a complete House Listing was done. Elaborate and exhaustive instructions for House Listing were given. It should be possible for the Head teacher to take a copy of the House Listing

prepared recently for 1961 census. With such a list the Census of school-age children can be taken without any omission. The Panchayat Union Commissioners may be required to issue suitable instructions in the matter to the Head teachers so that the Census of school-age children may be taken correctly before the schools reopen after summer. The Headmaster should be required to note the month and the year in which the Census is taken prominently in every sheet of the Census Register. The Education Extension Officer should be required to verify whether the Census of school-age children has been taken correctly. The Education Extension Officer should give particulars of the number of houses visited in every village for checking the Census. He should be required to take the Census Register prepared by the teachers to a few houses in any of the hamlets attached to the school village and check whether the entries have been made correctly. Very often it is found that even in cases where enumeration has been done correctly, the page totals and the abstract of all the pages is not prepared correctly. Hence, it is necessary, that the Education Extension Officer besides making house to house visit for verifying the correctness of entries should also go through the Census Register page by page and find out whether the totals have been struck correctly for every page and for the abstract. He should be required to make an endorsement in the Census Register itself in the last page about the date of visit, the hamlet where verification was done, the number of houses which were checked.

ELEMENTARY EDUCATION—PANCHAYAT UNIONS—CONVERSION OF ELEMENTARY SCHOOLS INTO HIGHER ELEMENTARY SCHOOLS WITHOUT CONSULTING EDUCATION DEPARTMENT.

Under section 65 of the Madras Panchayats Act, 1958, the Panchayat Union Councils are made responsible for the spread of Elementary Education and hence the Panchayat Unions were permitted, as in the case of District Boards to open new elementary schools without reference to the Education Department in a locality which has no school within a radius of one mile and which has a population of not less than 300 and to report the fact to the District Education Officer later.

The upgrading of elementary schools rests entirely on a different footing. The need for a higher elementary school in a locality depends upon several factors such as strength of Standard V in the feeder schools nearby the proximity of other higher elementary schools in the vicinity and availability of accommodation, enthusiasm of the local public, etc. All these factors will have to be examined by the Education Department. The Collector of Coimbatore is therefore informed that the District Educational Officers will have to be consulted in the matter of upgrading of lower elementary schools.

(Memorandum No. 4706-2, E8/61, Education and Public Health, dated 30th June 1961)

ELEMENTARY EDUCATION—ARCOT PANCHAYAT UNION COUNCIL—GRANTS TO AIDED SCHOOLS—CHANGE IN THE PROCEDURE.

The Collector of North Arcot is informed that—

(1) Regular bills as in the case of Panchayat Union schools need not be obtained from the aided schools.

(2) The teaching grant bills received from the District Educational Officers may be treated as vouchers.

(3) As regards furnishing the details of names of teachers, pay, etc., in the bills, separate orders will issue.

(4) No Audit Register has to be maintained but a register showing amount of the bill and details of cheques issued may be maintained.

(5) Acquittance of teachers need not be obtained or verified.

(6) The vouchers, Service Registers of teachers, acquittance, etc., need not be produced in the Audit by the Panchayat Union Office.

(Memorandum No. 56324-2, E8/61, Education, dated 3rd July 1661.)

ELEMENTARY EDUCATION—LOCAL BODIES—REPAIRS TO RENT FREE BUILDINGS IN WHICH LOCAL BODY ELEMENTARY SCHOOLS ARE LOCATED—MAXIMUM LIMIT—RAISED.

Under the existing orders, expenditure may be incurred from the Elementary Education Fund of Municipal Councils, the Corporation of Madras and District Board and from the Panchayat Union Education Fund, without the sanction of Government on the execution of annual repairs to buildings not belonging to the Municipal Council the Madras Corporation, District Board or the Panchayat Union Council, as the case may be, in which their elementary schools are located free of rent subject to the condition that provision is specifically made for the purpose in the Budget Estimate of the Elementary Education Fund or the Panchayat Union Education Fund and subject to the following safeguards :—

(*a*) The buildings owned by the local body should have preference in the budget provision for repairs.

(*b*) The rent free buildings repaired should be suitable as school buildings.

(*c*) The local body should be satisfied as to the necessity for the permanent continuance of the schools located in rent-free buildings.

(*d*) The owners should agree not to resume the buildings so long as they remain in a state of good repair.

(*e*) The cost of repairs should be limited to Rs. 100 per year for each building.

(*f*) The Deputy Inspector of Schools should certify that the repairs proposed to be carried out are needed.

2. The Government now direct that the maximum limit of Rs. 100 referred to in clause (*e*) of paragraph 1 above be raised to Rs. 200 with effect from 1961–62.

3. The action of the Panchayat Union Commissioner, Kumbakonam in having incurred expenditure on repairing the rent-free building in which the Panchayat Union Elementary School, Puliambadi is located is ratified.

(G.O. Ms. No. 2268, Education, dated 19th September 1961.)

ELEMENTARY EDUCATION—FORMATION OF SCHOOL GROUPS—DISBURSEMENT OF SALARY OF TEACHERS—PROCEDURE—INSTRUCTIONS ISSUED.

Instructions were issued in the Memoranda Nos. 140762-A/60-1-T6, Rural Development and Local Administration, dated 16th August and 3490 and 34857/Accts. C/61 Rural Development and Local Administration, dated 10th April 1961 regarding the formation of school groups for the elementary schools of the first and the second batches of Panchayat Unions respectively for the purpose of disbursement of the salary of the teachers. It is necessary now to form similar schools groups for the third batch of Panchayat Unions to be inaugurated on 2nd October 1961. The following instructions are issued in the matter.

2. The Block Development Officers of the third batch Panchayat Unions should take action to group together the elementary schools (lower and higher) and basic schools (junior and senior) now run by Panchayats and District Boards, into convenient school groups. The schools in each group should be those lying in close proximity to one another. In forming the group, care should be taken to see that the total number of teachers employed in all the schools in one group is not less than 10 or more than 20. It should also be ensured in accordance with the instructions already issued in the Memorandum No. 102624–2/E8/60, Education, dated 22nd November, 1960, that the total salary of the employees in any one school group does not exceed Rs. 1,500 or thereabouts. This is necessary so that the paymaster of the school group is not required to handle unduly large sums of cash. The higher elementary school or the senior basic school, if any in the group, will be the central school for that group. If there is no higher elementary school or senior basic school in the group a fairly big school in the group will be the central school for that school group.

3. It may sometimes so happen that the number of teachers in a particular higher elementary school is large enough to warrant its being constituted into a unit (school group) by itself. Such a

school may be constituted into a separate unit by itself even if the total salary of the teachers in the school happens to exceed the limits laid down above. The Panchayat Union Commissioners are requested to bring such cases to the notice of the Government for information.

4. Cases have been reported of schools located in places which are not connected by bus or rail with the Panchayat Union Office or Treasury having been selected as central schools. To obviate the problems involved in this and also to save any unnecessary delay in the cashing of cheque and disbursement of the salary, the Panchayat Union Commissioners are requested to see that as far as possible the central schools are located in places which are connected by some public conveyance to the Panchayat Union Office and the sub-treasury. It follows from this that the biggest school in a group need not necesarily be the central school if such a school is situated in a comparatively inaccessible place. If in any particular case it becomes impossible to comply with this requirement and a school which is not connected by public transport facilities to the Panchayat Union office and sub-treasury has to be selected as the central school, then the Commissioners are requested to report such cases to Government for information.

5. A consolidated cheque for the salary due to the employees of all the schools forming part of the school group will be issued by the Panchayat Union Office to the head teacher of the central school who will be known as the Paymaster, for this purpose. The consolidated cheque referred to above should be issued by the official designation as headmaster–elementary school or assistant–elementary school as the case may be and not in the personal name of the head teacher—vide instructions issued in Government Memorandum No. 116553/Accts. E/61-1, R.D. and L.A., dated 7th September 1961. As instructed in the Memorandum No. 83490/E 2/60-4, Education, dated 15th October 1960, the cheques should be arranged to be posted or delivered to the Paymaster a few days in advance of the close of the month, the cheques having been prominently stamped or enfaced in red ink with the inscription "*Not payable before the First*". If in any case, however, the Commissioner and the Paymaster should feel that it would be easier for the Paymaster to take delivery of the cheque accordingly. As instructed in the Memorandum No. 217959/T-4/60-2, R.D. and L.A., dated 23rd December 1960, the Panchayat Union office should be kept open for the purpose, from 8 a.m. on the first working day of every month. Either of the two venience of the Paymaster. The Commissioners are requested to Paymasters concerned.

6. Disbursement of salary to the paymasters should only be by means of cheques. There should be no dealing in cash in the Panchayat Union office in this matter.

7. After getting the cheque the Paymaster should go to the treasury on the first working day of the month, encash the cheque and return to his school. It has already been clarified in the Memorandum No. 187252/L-2/60-3, Rural Development and Local Administration, dated 31st December 1960, that in case of banking sub-treasuries, there is no necessity to go to the sub-treasury to have the bill passed and that under instruction 3-A (i) in Chapter IV of Part III of the Madras Treasury Code, Volume I, in places where the cash business of the treasury or sub-treasury is conducted by the bank the banking account of the local bodies will be kept at the branches of the State Bank of India in the mufassal and that in such places local fund chheques may be presented at the bank direct for payment without the pay order of the treasury or sub-treasury—vide S.R. 61 under T.R. 16.

8. It may clearly be noted here that the encashment should be made only on the *first working day* of the month. This is to obviate the risks involved in the paymaster having to keep large sums of money with him idle if the opening day(s) of the month happens to be a holiday.

9. After the cheque is encashed the paymaster should return to his school where the head teachers of the other schools in the group will be waiting. The salary of the teachers in each of the schools will be handed over to the headmaster concerned. The headmasters will return to their respective schools to disburse the amount to their assistants and others on the same day, if possible or immediately thereafter.

10. Slips in duplicate in the following form giving details for the amount noted in the cheque should accompany the cheque issued to the paymaster.

SPECIMEN FORM.

Name of the Central School :

Month for which salary is given :

Total amount :

Serial number.	Names of the schools in the school group.	Amount.	Signatures of the headmasters.	Names of the headmasters in block letters.
(1)	(2)	(3)	(4)	(5)
1.	..	..	..	..
2.	..	..	..	..
3.	..	..	..	..
Total	..	.. ..	..	..

The Paymaster should get the signature of all the headmasters in the school group in both these slips, retain one for himself and send the other by post to the Panchayat Union Office.

11. Besides, slips giving details of disallowances may also be sent to the central school headmaster to be handed over to the respective headmasters. Whether there is any disallowance or not this slip for each school should be prepared. If there is no disallowance it will be noted as "Nil" against the appropriate column. These slips are intended to help the headmasters to know the items under which disallowances are made. They may be in the following form :—

Name of the school :

Amount claimed in the pay bill :

Amount disallowed :

Balance :

Details of disallowance.
(Specimen.)

Amount disallowed.
Rs. nP.

Sri Assistant.

Pay allowed up to (dated) only.

Leave not yet sanctioned for the remaining period, etc.

Total

12. In the manner indicated above, the headmaster of each school will get the salary of the teachers in his school and also details of the disallowance if any. The headmaster will then disburse the amounts to his assistants and get stamped acquittance forms in loose sheets and another acquittance in a register without affixing stamps. The stamped acquittance must be sent to the Panchayat Union Office and the register should be kept in the school itself.

13. Actual bus fare or rail fare will be given to the Paymaster towards transport charges to the Panchayat Union Office, if necessary, for getting the cheque, and/or to the treasury or the bank, as the case may be, and back to the central school. The actual bus fare, as ascertained by local enquiry or the train fare, as the case may be, may be paid on production of a certificate from the paymaster that he has incurred the expenditure. It is not necessary to obtain the bus tickets from the paymasters as proof, before

payment of bus fare. If there are any places not connected by bus or rail as provided for in paragraph 4 above then the Commissioner shall pay to the paymaster a reasonable sum that would be necessary for the purpose of transport. In addition to the travelling allowance the Paymasters are entited to a daily allowance of Re. 1 for the day spent in encashing the cheque. The whole transaction of obtaining the cheque from the Panchayat Union Office (that is, if the cheque is not sent in advance), encashing it and disbursing the pay to the various headmasters should not take more than a single day; it is imperative that the disbursements should be completed on the first of the month itself.

14. In the Memorandum No. 117008/E-2/60-1, Education, dated 16th December 1960 the Government have permitted the paymasters to take with them an assistant of their school for help during journeys in connection with encashing of cheques exceeding Rs. 500. Such assistants will also be eligible for the travelling allowance ans daiy allowance as permitted in the case of the Paymasters.

15. No travelling allowance or daily aillowance will be payable to the headmasters of the other schools in the group who go to the central school to receive the amount due to their schools.

16. A case brought to the notice of Government in one of the first batch unions where the headmaster of a central school happened to be a newly appointed person without any amount to his credit in the provident fund account, Government consider that it is not advisable to entrust large sums of money to the headmaster when he is only an acting incumbent or where the amount in his provident fund account is too low. In such cases the Commissioners may by suitable transfers arrange for the headmaster of the central schools to be a permanent teacher with a sufficiently high provident fund account. If, however, it is not possible to do so one of the senior permanent assistants in the central school may be appointed as the Paymaster.

17. The absence of the paymaster, his assistant, if an assistant accompanies him, and of the headmasters of the other schools will be treated as on duty.

18. The forms of pay bills and acquittances will continue to be the same as at present.

19. The pay bills should be prepared and sent by the headmasters so as to reach the Panchayat Union Office on the 25th of every month.

20. The Block Development Officers of the third batch of Panchayat Unions are requested to take immediate action on the following points :—

(a) Forming the school groups;

(b) Fixing the paymaster for each school group;

(c) Getting the pay bills in time from the schools; and

(d) Deciding in each case whether the cheque will be sent in advance of the first of the month or delivered in person to the paymaster on the first of the month, and giving clear information to the paymasters concerned, of the arangement.

(Memorandum No. 183934/RD-Acc 51-C/61-1, Rural Development and Local Administration, dated 20th September 1961).

NATIONAL ANTHEM—AUTHORIZED VERSION AND OCCASIONS ON WHICH IT SHOULD BE PLAYED OR SUNG—INSTRUCTIONS ISSUED.

A copy of the Press Note issued on the authorized version of the National Anthem and the occasions on which it can be sung or played is communicated to all Executive Authorities of Municipalities, Panchayat Unions and Panchayats and the Commissioner, Corporation of Madras, for information and guidance.

ANNEXURE.

GOVERNMENT OF MADRAS.

PUBLIC (INFORMATION AND PUBLICITY) DEPARTMENT.

PRESS NOTE NO. 12, DATED 30TH APRIL 1955.

It may be recalled that certain interim instructions were issued in 1948 with regard to the playing of National Anthem on special occasions. Since then Government of India have decided that "Jana Gana Mana" should be the National Anthem and they have approved two versions of the same for this purpose, namely, a full version (playing time approximately 52 seconds) and a short version of 9 bars (playing time approximately 20 seconds). The texts of the two versions are as given below:—

Full version.

jana gana mana adhinayaka jaya he Bharata
bhagya-vidhata,
Punjab Sindhu Gularata Maratha Dravira
Uthkala Banga,
Vindhya Himachala Jamuna Ganga
ucchhala jaladhi taranga,
Tava shubha name jage tava shubha
asisha mange,

Gae tava jaya gatha,
jana gana mangala-dayaka jaya he
Bharata bhagya-vidhata,
Jaya he jaya he jaya he jaya jaya jaya jaya he

Short version.

Jaga-gana mana adhi nayaka, jaya he Bharata-bhagya V.dhata.
Jaya he, jaya he, jaya he, jaya jaya, jaya jeya he.

The Government of India have laid down that these versions should be played only on the following occasions:—

Full version.—(i) On all occasions when the President is present in person (including broad casts by the President on National Days); (ii) on all occasions for Governors and Rajpramukhs when they attend ceremonial parades within their State; and (iii) at Republic and Independence Day Parades when the National Flag is broken. *Short version.*—On all other occasions (these will mostly be military functions).

In contra-distinction to the occasions on which the two versions should be played as noted above, the Government of India have further decided that the National Anthem could be *sung* (with or without the accompaniment of the instruments) on occasions which although not ceremonial are nevertheless invested with significance because of the presence of Governors, Rajpramukhs or Ministers. Government consider that this practice is not only desirable but should actually be encouraged. There would also be no objection to the *singing* (as distinct from *playing*) of the standard version of the National Anthem by educational institutions, during certain solemn functions such as Founders' Day, Annual Day, etc.

Issued by :—

The Director of Information and Publicity, Government of Madras

((G.O. No. 2697, Local Administration, dated 26th September 1961.)

ELEMENTARY EDUCATION—ESTABLISHMENT—PANCHAYAT UNION COUNCILS—APPOINTMENT OF TEACHERS—OBSERVANCE OF REVISED TEACHER—PUPIL RATIO—CLARIFIED.

The attention of the Panchayat Union Commissioners, Cheyyar and K. Paramathy and the Collector of Tirunelveli is invited to the orders in Government Memorandum No. 45602-E2/61-2, Education, dated 11th September 1961 (copy enclosed) and they are informed that additional teachers can be appointed on the basis of one teacher for every 35 pupils in overall (i.e., for the whole school) average attendance. Such appointment should howevr be subject to the ceiling for the overall (i.e., for the whole school) strength on the rolls fixed at 1 : 40.

2. Before appointing additional teachers the Panchayat Union Commissioners should pay surprise visits to the concerned schools and find out the real attendance, so as to decide the need for the additional teachers.

(Memorandum No. 52324-E2/61-3, Education, dated 5th October 1961.)

ELEMENTARY EDUCATION—FREE COMPULSORY ELEMENTARY EDUCATION—1961-62—PROVISION OF FUNDS—APPOINTMENT OF TEACHERS.

The Director of Public Instruction is informed that in view of the orders in G.O. Ms. No. 211, Rural Development and Local Admiinstration, dated 25th January 1961 fixing a pupil-teacher ratio of 1 : 45 for new enrolment subject to an overall strength of 40 pupils per teacher, it should be taken that the orders in G.O. No. 639, Education, dated 2nd April 1958 are modified by the orders in G.O. No. 211, Rural Development and Local Administration, dated 25th January 1961 in so far as elementary schools in the areas of Panchayat Union Councils are concerned.

2. Subject to the above, the Director of Public Instructions' presumption that additional teachers may be appointed to individual schools and classes on the basis of one teacher for every 35 pupils or fraction thereof in *overall* average attendence, is confirmed.

(Memorandum No. 45602-E2/61-2, Education, dated 11th September 1961.)

ELEMENTARY EDUCATION—PANCHAYAT UNION COUNCILS—APPOINTMENT OF ADDITIONAL TEACHERS WITHOUT REGARD TO THE TEACHER-PUPIL RATIO.

It has been reported that certain Panchayat Union Councils have appointed additional teachers without any reference to the teacher pupil ratio of 1 : 35. The Panchayat Union Commissioners are requested to follow the teacher pupil ratio and if there are excess teachers to absorb them in schools where there are vacancies.

(Memorandum No. 115654-1-E8/61, Education and Public Health, dated 30th November 1961.)

ACCOUNTS—VILLAGE ACCOUNTS—ESTIMATE ON YIELD OF CROPS—RECOMMENDATIONS OF THE COMMITTEE FOR IMPROVEMENT OF VILLAGE ACCOUNTS—ORDERS PASSED.

The question of suitably revising the accounts, records and registers maintained by the Village Officers, Block Development Officers and Tahsildars, has been under the consideration of Government. The suggestion has been made that since these accounts records and registers are numerous, steps should be taken to see that they are examined, reviewed and revised in order to secure

that full correct and complete information is made available in suitable form for review at such appropriate level as may be necessary. It has also been felt necessary that the village panchayats and panchayat unions should be enabled to contribute local knowledge and experience of the Panchayat members and Panchayat Union Councillors for this purpose.

2. In the G.O. Ms. No. 600, Rural Development and Local Administration, dated 2nd March 1961 Government ordered that a committee shall be constituted to go into th question of revision of the periodicals and registers maintained in the Village, Block and Taluk offices by various officers and to submit its recommendations in respect of the terms of reference specified therein.

3. The Committee has submitted its First Report wherein it has examined the procedure adopted by the village karnams at present for the compilation of Forecast Reports and Season and Crops Returns with particular reference to estimate of yield of crops in villages and has recommended that a revised procedure may be adopted in the light of the terms of reference of the Committee specified in the G.O. Ms. No. 600, Rural Development and Local Administration, dated 2nd March 1961.

4. The recommendations of the Committee were discussed in a Conference of select Collectors, Chairman of Panchayat Union Councils, District Agricultural Officers and Commissioners of Panchayats and Heads of Departments, held at Madras in August 1961. The Conference welcomed the recommendations of the Committee in regard to the estimate of yield of crops and expressed the opinion that the new procedure suggested by the Committee would improve the quality of statistics gathered at the village level and that it would enable the Panchayats to have a correct idea of the increase in food production as a result of the intensive measures they would be adopting. The Conference suggested that the revised procedure may be implemented as an experimental measure in all the revenue villages of this State during one fasli and it may be finalised after reviewing the experience gained by working the scheme during one complete fasli.

5. The Government therefore accept the recommendations of the Committee in regard to compilation of Forecast Reports and Season and Crop Returns and direct that the revised procedure as explained in the Memoradum of Instructions which is appended to this order be implemented, as an experimental measure during Fasli 1372 (1962–63) in respect of paddy, cholam, ragi and kambu crops only.

6. The Government consider that the adoption of the revised procedure for the estimate of crop yields, in which the Panchayats will have specified responsibility, is an integral part of the scheme under which the Panchayats are required to formulate the village agricultural production plans and implement them with the aid of the resources that may be available under the Agricultural grant allotted to the Panchayat Unions. The Government consider it

necessary that the contents of this order should be explained to and understood by all concerned in the formulation and implementation of development programmes. The Government accordingly direct that this order be placed, in the first instance, before the District Development Councils for consideration and thereafter before the Panchayat Union Councils and finally the Panchayats. The Collectors of all rural districts are requested to organise this process of discussion at successive levels, observing all due formalities.

7. As the next step in the implementation of the revised procedure, the Government direct :—

(i) That all avalaible lands in the area of every panchayat in this State be grouped and formed into 'better farming paguthies' in the manner explained in the Memorandum of Instructions. The Gramasevaks of the concerned group together with the karnam of the village should carry out this work under the supervision of the Extension Officer (Agriculture) of the Block. This work should be taken up immediately and completed before the end of Fasli 1371. The Director of Agriculture and the Collectors of all rural districts are requested to issue necessary instructions to the Extension Officers (Agriculture), Gramasevaks and the karnams of village respectively.

(ii) that in respect of every better farming paguthi, a Committee consisting of the following, shall be constituted :—

(*a*) The President of the Panchayats;

(*b*) the karnam of the village; and

(*c*) the progressive and intelligent cultivator nominated by the panchayat to serve as representative for the paguthi. The Collectors of all rural districts are requested to ensure that the work for constitution of Committees for Better Farming Paguthies is taken up and completed immediately.

8. The Government have no doubt that the proposed system of estimation of crop yields is entirely practicable and if put into effect correctly, will furnish estimate for the panchayat village as well as the Panchayat Development Block which are at present unattainable through the annawari particulars recorded by the karnam. There is only one source of doubt about the success of the proposed system, viz., the Committee being influenced by an apprehension that the estimate framed by it may have a bearing on any landlord—tenant dispute or otherwise cause any embarrassment to landholders in the village. The Committee as well as the conference which considered the scheme gave such weight to this consideration as it merited and have provided that no record need be maintained in respect of any individual field comprised within a paguthy and the information provided by the Committee should relate to the paguthi as a whole. The Governmnt observes that while this safeguard is useful as far as it goes the truly effective safeguard consists in the realisation by every panchayat of vital

public importance of securing correct estimates of yield and the usefulness of such correct estimates for enabling the panchayat to discharge its duties relating to the implementation of the Village Production Plan.

9. Government have embarked on the policy of entrusting responsibility to panchayats or Panchayat Unions precisely in order to secure that problems of this nature for which there is no other satisfactory solution would be satisfactorily solved when Panchayats or Panchayat Unions accept responsibility for solving them. Collectors are requested to impress these considerations on the minds of all Presidents of Panchayats. Government express the hope that the review of the working of this scheme to be made at the end of Fasli 1372 will show that their confidence in the panchayats has been fully justified.

(G.O. Ms. No. 3150, Rural Development and Local Administration, dated 25th November 1961.)

APPENDIX I.

MEMORANDUM OF INSTRUCTIONS.

SECTION I.

INTRODUCTION.

1. The procedure for the collection of agricultural statistics had been evolved from the early days of British administration and gradually improved as a result of experience. The main source of agricultural statistics are the village accounts maintained by the karnams. The Adangal or Statement No. 2 contains statistics of crop yield of fields. It is intended to give all the particulars required for Azmoish and Jamabandi. It is expected to be written up during the Fasli by actual inspection of all cultivated fields.

2. The karnam is required to record the area under various crops in fields in register No. 2 after actually measuring every field. Where the entire survey number, the registerd subdivision of the field is cultivated, they are according to the Settlement Register (A. Register) is adopted by him. Where only the part of a survey number or subdivision is cultivated or when mixed crops are grown on a field, the karnam is expected to azmoish the area in detail. Having measured the area under the various crops, the karnam is expected to estimate the outturn of the produce and record the estimate in terms of annas on the assumption that a 12 anna crop represent ' normal yield '.

3. The karnam then sends monthly cultivation accounts (Statement No. 1) and an abstract statement (Statement No. 1-A) to the Revenue Inspector. Thereupon the Revenue Inspector compiles the figures for the Firka by posting them in Register No. 27 and sends it to the Taluk Offices on the 28th of every month according to time schedule prescribed. From this Taluk Register No. 28 is posted and the forecast report is sent to the Director of Statistics. The final figures furnished by the karnam for Jamabandi constitute basic statistics for the Season and Crop Returns.

4. The various returns for the State as a whole are thus prepared on the basis of the returns received from Tahsildars and Deputy Tahsildars in independent charge of taluks, the condition reports received from the District Agricultural Officers and District Statistical Officers and the returns on rain fall. The total production of a crop is determined by the area under that crop, the normal yield per acre and the season factor. The normal yield per acre was fixed in 1919 by the Director of Agriculture for each group and for each district. The calculation of the normal yield was based on the results of crop cutting experiments, the yield in Government farms and on the local knowledge of the Agricultural Officers. Some of these figures have been revised from time to time. The season factor, which is an elusive element, is based on the Anna estimate of the outturn of the crops prepared by the Revenue Department.

SECTION II.

Need for a change in the existing system of reporting on crops.

5. The present procedure as described above, has not been whole satisfactory in the compilation of accurate statistics for the State as a whole. There are cases of incorrect reporting. Large variations are noticed between the area reported for the final forecast report and the final figures reported in the Season and Crop returns. Statistical returns are not correctly prepared at the taluk and district levels. Long delays are also noticed in the submission of the returns.

6. Experience has also shown that the reporting authorities have a tendency to underestimate or overestimate the outturn without actually ascertaining it in respect of every field. On account of the inability of the Revenue Inspectors, Deputy Tahsildars and Tahsildars to carry out over ajmoish as prescribed in the rules, unverified and incorrect information is passed on to higher levels and adopted for the State. There is thus a need to bring about such changes as will ensure that the returns in respect of every field are verified locally by people who have intimate local knowledge and whose services can be utilised in securing a better evaluation of the outturn.

SECTION III.

Objective.

7. The implementation of the Madras Panchayats Act, 1958, in a phased manner, has been completed throughout the State with a few exceptions. Under section 66 of the Act, Government have to entrust all measures relating to development of Agriculture, Animal Husbandry and Village Industries to Panchayat Unions and constituent panchayats. As a condition of such entrustment every panchayat Union is required to formulate development programmes for specified items under the Panchayat Development Schematic Budget for the Block in itst charge and to accept the responsibility for implementing the programmes.

8. Among the specified items, agriculture is the most important. The panchayats are entrusted with the responsibility for formulating agriculture production plans for all villages in the State and for implementing thtem with the aid of the agricultural grant of Rs. 2 lakhs

which will be made available to every Panchayat Union during the Third Five-Year Plan period. If the panchayats are to fulfill this responsibility satisfactorily, they must possess, as necessary basis for such planning, full information regarding cultivated area in the village, the kind of crops grown and their outturn. They must also be in a position to estimate the increase in the production of various crops as a result of intensive measures of development which the ryots adopt under the programmes. It is therefore, in the interest of the panchayats to participate in the various processes connected with the collection and recording of agricultural statistics at the village level. Their participation will be secured by the demarcation of the occupied lands in the villages into better farming paguthis and by the constitution of committees in the manner described in the next section.

SECTION IV.

Demarcation of Panchayats into better farming paguthies and constitution of Committee.

9. The Gramasevak of every group with the assistance of the village officers of the village concerned should demarcate the available lands in the area of every panchayat into convenient paguthies, henceforth known as ' Better Farming Paguthies ' or சிறந்த விவசாயப் பகுதி Contiguous survey numbers having similar geographical features, similarly in soil and irrigation facilities should be grouped into a better farming paguthi. Normally the area of a paguthi cultivated with wet crops should not exceed 200 acres and that which is cultivated with dry crops should not exceed 300 acres. This limit in acreage is suggested with a view to see that the ryot who is nominated by the panchayat as representative for the paguthi can have intimate knowledge of the soil and crops cultivated in that paguthi. Every paguthi should be compact and homogenous. Irrigated and unirrigated areas should be distinguished and they should form separate paguthies. This work of demarcation of lands into paguthies should be supervised by the Extension Officer (Agriculture) of the Block. The demarcated paguthies should be marked on a copy of the village plan and should be numbered serially, separately for the irrigated and unirrigated lands. A copy of the plan so marked should be placed before the panchayats for information and thereafter it should be kept in the panchayat office. The work of demarcation should be taken up immediately and completed before the end of the fasli 1371.

10. In respect of every better farming paguthi there shall be a committee consisting of the President of the Panchayat, the karnam of the village and a progressive and knowledgeable cultivator nominated by the panchayat to serve as representative of that paguthi. The Committee may be called ' Better Farming Paguthi Sub-Committee'. The Better Farming Paguthi Sub-Committees within a Panchayat may be numbered as Better Farming Paguthi Sub-Committee No. 1, better Farming Paguthi Sub-Committee No. 2 and so on. The President of the Panchayat shall be the Chairman of the Committee of every Better Farming paguthi in the panchayat. The panchayat will nominate in respect of every paguthi an intelligent responsible and public-spirited cultivator who is capable of giving a dispassionate and correct assessment of the crops grown in his paguthi. He may,

but need not necessarily always be, a member of the panchayat. The committee for better farming paguthi will, for all purposes, be a Sub-Committee of this Production Committee of the panchayat and will be charged with the responsibility of carrying out all agricultural programmes sponsored by or executed on behalf of the panchayat in that paguthi. It would, therefore, be desirable to have the nominated member of the committee for the better farming paguthi as a member of the Production Committee of the panchayat also. The Revenue Divisional Officer should ensure that the constitution of committees for all better farming paguthies is taken up immediately and completed as soon as possible.

11. At the time of harvest the karnam should ascertain the actual yield harvested in 5 per cent of the lands in every paguthi and prepare a statement showing the extent, the yield, etc., in the forms appended (Appendix II and III) and a place it before the committee. On the dates given against each kind of crop in paragraph 12 below, the committee shall verify and scrutinize figures furnished by the karnam on the basis of their local and personal knowledge. The committee shall make a general appraisal and ascertain by inspection and enquiries further information about the yield in respect of at least 10 per cent of the area in the paguthi (including 5 per cent in respect of which information has already been gathered by the karnam) and arrive at an average yield per acre for the paguthi. The committees will not, however, keep any record relating to individual fields, in order to avoid personal misgivings, embarrassments, etc. The committee will then certify in the statement relating to the paguthies that the estimate of yields has been verified and indicated the further details collected regarding the acreage, etc., gathered during its inspection and enquiry. The statement so verified and certified should be prepared in duplicate by the karnam. He should consolidate the figures in respect of all the paguthies for the village and send the consolidated statement to the taluk office with sheets prepared and signed for the paguthies as enclosures to the consolidated statement. The karnam should keep the duplicate copy of the consolidated statement as office copy for him to be used in the submission of the next and subsequent reports.

12. The due dates for the preparation and submission of the reports mentioned in the previous paragraph are as follows:—

FORECAST RETURNS.

	Due date for preparation.	*Due date for submission.*
(a) Special Forecast Return on Kar and Kuruvai paddy—		
Advance Kar in Tirunelveli district	**15th June.**	**17th June.**
Kuruvai and Kar	**15th September.**	**17th September.**
(b) Paddy other than Kar and Kuruvai—		
First Forecast Return	**3rd December.**	**5th December.**
Final Forecast Return	**3rd February.**	**5th February.**
(c) Cholam, Cumbu and Ragi—		
First Forecast Return	**15th January.**	**17th January.**
Final Forecast Return	**15th March.**	**17th March.**

The form in which the report will be made and the instructions for preparing the report are given in Appendix II.

SEASON AND CROP RETURNS

The Annual Season and Crop Return should be prepared by the committee of each paguthi after the close of the fasli and sent to the Tahsildar and Director of Statistics on or before the 15th July of every year. This will essentially be the Final Forecast Return reviewed and finalized in respect of each crop after the close of fasli. The form in which the report will be made and instructions for preparing the report are given in Appendix III.

For the present the revised procedure should be adopted only in respect of paddy, ragi, cholam and cumbu which are the main cereal crops of the State.

SECTION V.

Change over from anna system to naye Paise system in estimating outturns.

13. The existing system of estimating and recording outturn of crops in terms of annas needs to be given up, both as a consequence of the switch-over to the decimal system of coinage and also a measure of simplification and convenience. Uniformity is also lacking in the iterpretation of yields as between different districts. Therefore, the estimating of outturns should henceforth be only in terms of naye Paise. Each naye Paise will represent 10 Madras measures of paddy or millets and 100 naye Paise or one rupee will represent 1,000 Madras measures. For instance, if the karnam of the committee estimates the yield of a field as 600 Madras measures of paddy per acre, it will be recorded as 60 naye Paise crop.

APPENDIX II.

Village Special Kar and Kuruvai Paddy/First/Final/Forecast Returns.

Report for the crop harvested in the month of..................(a)

Crop : Paddy/Cholam/Cumbu/Ragi.

1 District .. .. ..

2 Taluk .. .. ..

3 Village .. .. ..

4 Number of better farming paguthies demarcated in the village.

5 Number of the paguthy to which this return relates.

6 Whether irrigated or unirrigated paguthy.

7 Name of the Paguthy Representative in the Better Farming Paguthy Sub-Committee.

APPENDIX II—*cont.*

8 Total area under the crop in the paguthy in respect of which yield has been verified by the Sub-Committee.	I Crop (b) II Crop Total ..		Acres
9 Total area under the Crop on the whole paguthy.	I Crop (b) II Crop Total		Acres
10 Percentage of '(8) to (9)' (should be at least 10 per cent.)	I Crop (b) II Crop		
11 Total yield of the crop obtained on the verified area referred to in column (8).	I Crop (b) II Crop Total ..		M.M.
12 Estimated yield per acre of the crop on the verified area [column (11) divided by column (8)].	I Crop (b) II Crop		M.M.
13 Estimate of yield per acre of the crop on the whole paguthy made by the Sub-Committee.	I Crop (b) II Crop Total ..	M.M.	Nava Paisa (10 MM=1 nP.)
14 Estimated production of the crop in the whole paguthy in bags [column (9) × column (13).]	I Crop (b) II Crop Total ..		Bags. (1 bag....M.M.)

(a) The return will relate to the period of harvests before the due dates fixed for the return.

(b) The entry against "Crop" where it does not apply as for Kar and Kuruvai will be nil. Third Crop may be entered where it is raised.

Signed by :

1 Panchayat President.

2 Paguthy Representative.

3 Secretary-Karnam.

Date :

117-57—20A

APPENDIX II—*cont.*

To

The Tahsildar,

The Director of Statistics, Madras-7.

Instructions for preparing the Village Forecast Return.

Item (8).—This will be the 10 per cent or more area under the crop for which the Sub-Committee will ascertain the yield by inspection and enquiries (paragraph 11).

Item (9).—The karnam will furnish this figure from Statement No. 2.

Item (11).—This should be the crop harvested on the 10 per cent or more of the area as estimated by the Sub-Committee.

Item (13).—The estimate of yield per acre of the crop on the whole paguthy will be based on the yield per acre attained on the verified fields, suitably adjusted after field inspection by the members of the Sub-Committee as detailed in paragraph 11.

APPENDIX III.

Annual Village Season and Crop Return.

Report for the fasli.......................

Crop : Paddy/Cholam/Cumbu/Ragi.

1. District.

Taluk.

3 Village.

4 Number of Better Farming Paguthy demarcated in the village.

5 Number of the paguthy to which this return relates.

6 Whether irrigated or unirrigated paguthy.

7 Name of the Paguthy Representative in the Better Farming Faguthy Sub-Committee.

8 Total area under the crop in the Paguthy in respect of which yield has been verified by the Sub-Committee.	I Crop II Crop	Acres
	Total ..	

APPENDIX III—*cont*.—

9 Total area under the crop in the whole paguthy.	I Crop II Crop Total ..	Acres.
10 Percentage of item 8 to 9: Should be at least 10 per cent.	I Crop II Crop	
11 Total yield of the crops obtained on the verified area referred to in column 8.	I Crop II Crop Total ..	M.M.
12 Estimated yield per acre of the crops on the verified area Col. (11) divided by Col. (8).	I Crop II Crop	M.M.
		M.M. Naya Paisa (10 M.M. = 1 nP.
13 Estimate of yield per acre of the crop on the whole paguthy made by the Sub-Committee.	I Crop II Crop	
		Bags. (1 bag. . . .M.M.)
14 Estimated production of crop in the whole paguthy in bags. (Col. 9 x Col. 13)	I Crop II Crop Total ..	

Date : Signature of :

1 Panchayat President.

2 Paguthy Representative.

3 Karnan-Secretary.

To

The Tahsildar.......................

The Director of Statistics, Madras.

Instructions for preparing the Annual Village Season and Crop Return.

This return will be based on the Final Forecast Return which will be reviewed and finalized in respect of each crop after the close of the fasli.

(Paragraph 12.)—

Enter Advance Kar and Kuruvai under I Crop, where they are such. Enter III Crop where it is raised.

ELEMENTARY EDUCATION—PANCHAYAT UNION COUNCILS—VISITS TO SCHOOLS—RECORDING OF REMARKS.

In all elementary schools, two books are kept for recording the visit remarks. One is called the 'Inspection Book' and the other 'Visitors Book'. The Inspection Book is intend exclusively for the use of officers of Education Department (Deputy Inspectors, District Educational Officers, etc., and the Visitors Book is intended for the use of officers of other departments and non-officials. The Panchayat Union Commissioners are requested to see that the Inspection Book is not used for recording the remarks by any one other than the officers of Education Department.

(Memorandum No. 120956-1 E8/61, Education, dated 19th December 1961.)

ELEMENTARY EDUCATION—PANCHAYAT UNION COUNCILS—SUPPLY OF SYLLABUS TO SCHOOLS.

The Panchayat Union Commissioners are informed that schools under the control of panchayat union should be supplied with copies of syllabus. Copies of syllabus for elementary schools and for basic schools are available with the Controller of Stationery and Printing. They are requested to purchase sufficient number of copies of the syllabus (both basic and non-basic) and supply them to the Headmasters of elementary schools and basic schools.

(Memorandum No. 120955-1 E8/61, Education, dated 19th December 1961.)

ELEMENTARY EDUCATION—PANCHAYAT UNION CUNCILS—MAPS—MAINTENANCE OF.

The Panchayat Union Commissioners are informed that it is necessary that a map of the block showing the location of schools, etc., is made available in the office as well as with the Education Extension Officers. Copies of the map may be taken in blue print. elementary schools may be indicated by small circles and higher elementary schools by small triangles. Aided schools may be marked in red and panchayat union schools in green and Harijan Welfare schools in yellow. Basic schools may be indicated by drawing a line underneath the symbol. One map may be kept by the Panchayat Union Commissioner and another by the Education Extension Officer. The Panchayat Union Commissioners are requested to arrange for the same early. It is not the intention that the map should be a big size one and for its preparation some amount should be spent. Local talent may be utilised for preparing the map.

(Memorandum No. 116076-2 E8/61. Education, dated 20th December 1961.)

ELEMENTARY EDUCATION—PANCHAYAT UNION COUNCILS—OPENING OF NEW SCHOOLS AND ADDITIONAL SECTIONS IN AIDED SCHOOLS.

Under paragraph 3 of G.O. No. 790, Education, dated 11th April 1961, the concurrence of panchayat union council is necessary for the opening of new schools as well as for opening of additional sections in aided schools resulting in the employment of additional teachers. It has been brought to the notice of Government that in certain aided schools in panchayat union areas additional teachers have been appointed without obtaining the concurrence of the panchayat union councils. In order to ensure that such irregularities do not occur in future, it is necessary that in the grant bills of aided schools passed by the District Educational Officers for payment by the panchayat union councils a certificate should be attached that no addtional teacher has been appointed in the school since April 1961 without the concurrence of the panchayat union as required in G.O. No. 790, Education, dated 11th April 1961. In the case of schools where additional teachers have been appointed since April 1961, the number and date of the proceedings of the panchayat union council in which the concurrence of the panchayat union council has been given should be noted. In respect of cases where the concurrence of the panchayat union council has not been obtained for the appointment of additional teachers in aided schools since April 1961, the matter may be reported to Government ratification within a month by the Panchayat Union Commissioner with the recommendation of the panchayat union council in each case. Pending such ratification, the teachers so appointed may be continued.

(Memorandum No. 120946-3 E8/61, Education, dated 28th December 1961.)

ELEMENTARY EDUCATION—PANCHAYAT UNION COUNCILS—TEACHERS THROWN OUT OF AIDED SCHOOLS—EMPLOYMENT IN PANCHAYAT UNION SCHOOLS.

It has been brought to notice that in a certain locality where there are two schools—one panchayat union school and one aided elementary school—the fall in the strength of the aided school has resulted in the increase in strength of the panchayat union school with the result an additional teacher has to be posted to panchayat union school, while one teacher's provision has to be retrenched in the aided school. Government consider that teachers thrown out of employment from aided schools should be absorbed straightaway in the panchayat union schools, where the need for more teachers is felt. In cases of aided schools where retrenchment of teachers has been necessitated due to fall in strength, the retrenched teachers should be straightaway appointed in the

panchayat union schools, where the appointment of additional teachers has been caused because of the corresponding fall in strength in the aided school. The teachers so appointed will have to be given the pay they were drawing in the aided schools.

2. Government also consider that in such cases of fall in strength—if the same aided schools apply to the panchayat union for their concurrence for appointment of additional teachers at a later date, it should not be granted.

(Memorandum No. 125447-I E8/61, Education, dated 2nd January 1962.)

ELEMENTARY EDUCATION—PANCHAYAT UNION COUNCILS—ELEMENTARY EDUCATION FUND—ADMISSIBLE ITEMS OF EXPENDITURE.

It has been represented by some Panchayat Union Commissioners that they do not have a clear idea of the items of expenditure, which can be debited to the Panchayat Union Elementary Education Fund. A list of items of expenditure which can be debited to Panchayat Union Elementary Education Fund is given below for the guidance of the panchayat union councils :—

(1) Wages to conductresses, sweepers, watchmen and gardeners.

(2) Supply of forms like Masters' Attendance Register, Pupils' Attendance Register, Pay bills, Acquittance rolls, etc.

(3) Annual repairs to buildings including white-washing of buildings owned by the panchayat union council.

(4) Repairs to rent-free buildings up to a maximum of Rs. 200.

(5) Postage.

(6) Supply of syllabus and table copies of text-books to teachers.

(7) Rent for buildings.

(8) Stationery, chalk piece, duster, paper, note-books.

(9) Provision of drinking water.

(10) Expenses incurred in connection with the organization of Junior Red Cross, Scout groups, Girl Guides and Literary Association.

(11) Conduct of play festivals, subject to a limit of Rs. 10 per school.

(12) Conduct of examinations—Printing of question papers.

(13) Cost of painting black-board, etc.

(14) Purchase of brooms.

(15) Expenditure on games and physical activities.

(16) Purchase of Journals in Higher elementary schools approved by the Deputy Inspector of Schools.

(17) Repairs to furniture.

Besides the above items of expenditure which a rerecurring, the following items are admissible under Capital expenditure :—

(1) Supply of furniture.

(2) Library books including reference books.

(3) Equipment like maps, science articles, teaching aide (Globes, etc.)

(4) Garden implements.

(5) Time-piece.

(6) Bell.

(7) Construction of buildings.

(8) Purchase of equipment ore-vocational subjects in Higher Elementary schools.

(9) Purchase of craft equipment.

(Memorandum No. 88154-4. E 8/61, Education, dated 2nd January 1962).

ELEMENTARY EDUCATION—SCHEME FOR THE SUPPLY OF SCHOOL MEALS TO POOR PUPILS IN ELEMENTARY SCHOOLS—CONTRIBUTION FROM PANCHAYAT UNIONS AND PANCHAYATS—ORDERS PASSED.

1. In paragraph 7 of Annexure I to the Government Order second cited, it has been ordered that " the present system of constitution of local committees consisting of all donors and smaller executive committees for the running of the Midday Meals Scheme will be continued. If a Local Body or a Panchayat or a Panchayat Union desires to contribute from its general funds towards the 4 naya Paise local share, it will be free to do so. At the same time, arrangements should be made for its effective repre-sntation on the Executive Committee of donors in due proportion to its contribution ".

2. In modification of these orders, Government have now decided that it is sufficient to allow Panchayats alone to contribute towards the local share. Panchayats will be allowed to contribute towards the local share, subject to the following conditions :—

(i) Panchayats may contribute two naye Paise per meal per child from their own resources. The balance of public contribution, in these cases, will be raised by voluntary private contribution as hitherto

(ii) Panchayats which desire to contribute a share larger than two naye Paise per meal per child should find the extra amount outside the revenue accruing to them from the house-tax and the house-tax matching grant given by Government.

3. In order effectively to ensure local contribution and the proper preparation and distribution of midday meals, the Government direct that the President of the concerned Panchayat will be the Chairman of the General Committee as well as the Executive Committee for all Midday Meal Centres in the jurisdiction of the Panchayat. Government also direct that the woman member of the Panchayat shall be a member of the General Committee of all the Midday Meal Centres within the jurisdiction of the Panchayat.

4. Government hope that these orders, which are in continuation of G.O. No. 2075, dated 27th September 1960, will secure a fuller participation of the local people in the School Meals Programme through the agency of the Village Panchayats

(G.O. No. 126, Education, dated 18th January 1962.)

ELEMENTARY EDUCATION—ESTABLISHMENT—PANCHAYAT UNION COUNCILS—APPOINTMENT OF TEACHERS—OBSERVANCE OF REVISED TEACHER—PUPIL RATIO.

A copy of Government Memorandum No. 52324-E2/61-3, Education, dated 5th October 1961 is furnished to all Panchayat Union Commissioners for information and guidance.

(Memorandum No. 103595-E2/61- , Education, dated 18th January 1962.)

Copy of the Memorandum No. 52324-E2/G1-3, Education, dated 5th October 1961.

ELEMENTARY EDUCATION—ESTABLISHMENT—PANCHAYAT UNIAN COUNCILS—APPOINTMENT OF TEACHERS—OBSERVANCE OF REVISED TEACHER—PUPIL RATIO—CLARIFIED.

The attention of the Panchayat Union Commissioners, Cheyyar and K. Paramathy and the Collector of Tirunelveli is invited to the orders in Government Memorandum No. 45602/E2/61-2, Education, dated 11th September 1961 (Copy enclosed) and they are informed that additional teachers can be appointed on the basis of one teacher for every 35 pupils in overall (i.e. for the whole school) average attendence. Such appointment should however be subject to the ceiling for the overall (e.e. for the whole school) strength on the rolls fixed at 1: 40.

2. Before appointing additional teachers the Panchayat Union Commissioners should pay surprise visits to the concerned schools and find out the real attendance, so as to decide the need for the additional teachers.

Copy of the Memorandum No. 45602-E2/61-2, Education dated, 11th September 1961.

ELEMENTARY EDUCATION—FREE COMPULSORY ELEMENTARY EDUCATION —1961-62—PROVISION OF FUNDS—APPOINTMENT OF TEACHERS.

The Director of public Instruction is informed that in view of the orders in G.O. Ms. No. 211, Rural Development and Local Administration, dated 25th January 1961 fixing a pupil teacher ratio of 1: 45 for new enrolment subject to an over all strength of 40 pupils per teacher, it should be taken that the orders in G.O. No. 639, Education, dated 2nd April 1958 are modified by the orders in G.O. No. 211, Rural Development and Local Administration, dated 25th January 1961 in so far as elementary schools in the areas of Panchayat Union Councils are concerned.

2. Subject to the above, the Director of Public Instructions' presumption that additional teachers may be appointed to individual schools and classess on the basis of one teacher for every 35 pupils or fraction thereof in *overall* average attendence, is confirmed.

ELEMENTARY EDUCATION—PANCHAYAT UNIONS—REPAIRS TO BUILDINGS.

A doubt has been raised by a few Panchayat Union Commissioners that Panchayat Union Councils cannot make provision for repairs to buildings. The printed form of the budget has a heading as Repairs to Buildings. Panchayat Union Commissioners are informed that they can make provision for several items found in the printed budget forms including " Repairs to buildings ".

(Memorandum No. 2496-2 E 8/62, Education, dated 19th January 1962.)

SCHOOLS—ELEMENTARY—PANCHAYAT UNIONS—TAKING OVER OF AIDED ELEMENTARY SCHOOLS—INSTRUCTIONS ISSUED.

Proposals are now being submitted to Government by Panchayat Unions for grant of permission to accept transfers of elementary schools from aided management to Panchayat Union management. A question has been raised as to whether orders of Government sanctioning such transfers are strictly necessary.

2. Under section 74 of the Madras Panchayats Act, 1958, subject to such rules as may be prescribed, any body of persons may transfer the management of any institution to the Panchayat

Union Council, with its consent and on such terms as may be agreed upon. No prior permission of any outside authority shall be necessary for the Panchayat Union Councils to accept such transfers of management. It would be sufficient if the District Education Officer is notified of the transfer of the elementary school as soon as possible and necessary action is taken to absorb the staff therein in Panchayat Union service according to rules.

3. The teachers taken over fom the aided schools should be absorbed in Panchayat Union service without prejudice to the probationers in the service of the Panchayat Union Councils. The service rendered by the teachers under the private managements may however be taken into account for the purpose of fixing their pay in the Panchayat Union service, i.e., the teachers may be allowed the pay which was taken into account for the purpose of assessment of grant by the Education Department at the time of transfer of the management of the aided schools to the Panchayat Union Councils.

(G.O. Ms. No. 217, Education, dated 30th January 1962.)

ELEMENTARY EDUCATION—PANCHAYAT UNION COUNCILS—REPAIRS TO RENT FREE BUILDINGS—EXPENDITURE.

Under the existing orders, expenditure may be incurred from the Panchayat Union Education Fund without the sanction of the Government, on the execution of annual repairs to school buildings not belonging to the Panchayat Union Council in which the elementary schools are located free of rent subject to certain safeguards. One of the safeguards prescribed is that the Deputy Inspector of Schools should certify that the repairs proposed to be carried out are needed. This condition was found necessary when schools were managed by the District Boards.

2. The Government consider that the certificate from the Deputy Inspector of Schools for the repairs to buildings is no longer necessary and that it will be sufficient if the junior Engineer certifies that the repairs proposed to be carried out are necessary. Clause (*f*) in G.O. No. 3268, Education, dated 19th September 1961, is modified to this extent.

(Memorandum No. 9493-2 E 8/62, Education, dated 31st January 1962.)

SCHOOLS—ELEMENTARY—ELEMENTARY SCHOOLS IN THE AREA OF PANCHAYAT UNIONS—VISITS BY OFFICIALS AND NON-OFFICIALS—INSTRUCTIONS—ISSUED.

Under the existing orders the following officials can visit elementary schools whether under private or public management within the area of Panchayat Union Councils :—

(i) Officers of the Revenue Department such as Divisional Officers, Tahsildars and Deputy Tahsildars.

(ii) Officers of the Public Health Departmnt, viz., the District Health Officers and Health Inspectors.

(iii) Assistant Panchayat Officers and District Panchayat Officers [now designated as Deputy Panchayat Officers or Extension Officers (Panchayats) and Divisional Panchayat Officers, respectively]

(iv) Block Development Officers, i.e., Panchayat Union Commissioners.

(v) Education Extension Officers of Panchayat Union Councils.

2. All the above mentioned persons can have access only to the Visitor's Book and not to the other records of the schools. They should not make any regular academic inspection of the school which is the responsibility of the officers of the Education Department.

The officers may visit schools and bring to the notice of the Executive Authorities of Panchayat Unions or the school management any defects in the general working of the schools such as poor attendance, lack of accommodation, equipment, etc.

They may enter their observations, if any, in the Visitor's Book.

Any suggestion from them towards the improvement of the school visited should be sent to the Panchayat Union Commissioner or the school management and not to the school teachers.

3. The Government wish to inform the Chairmen of Panchayat Union Councils that they can visit all elementary schools whether under private or public management within the area of Panchayat Union Councils, subject to the conditions specified in paragraph 2 above, provided however that they shall have full access to all the records of Panchayat Union Elementary Schools.

Where there is no Chairman to a Panchayat Union Council, or he is absent or when he delegates his function, the above powers shall be exercised by the Vice-Chairman of the Council.

4. Members including Vice-Chairman of Panchayat Union Councils who are presidents of panchayats are also permitted to visit all elementary schools whether under private or public management, within the area of their respective panchayats, subject to the conditions specified in paragraph 2 above.

5. Now that the Panchayat Union Commissioners have full jurisdiction over the Panchayat Union schools, they and any of their subordinates authorised by them shall have full access to all the records of those schools.

6. The orders issued in G.O. Ms. No. 2901, Rural Development and Local Administration, dated 1st November 1961, regarding the payment of travelling allowance will apply to visits to private management schools also.

(G.O. Ms. No. 239, Education, dated 18th February 1962.)

BUILDINGS—PANCHAYAT UNION OFFICES—LOCATION IN GOVERNMENT BUILDINGS—WAIVER OF RENT—ORDERED.

According to paragraph 244 of the Madras Public Works Department Code, rent should be recovered from those Local Boards who are provided with accommodation in Government buildings. A question has been raised whether this provision should be made applicable to Panchayat Union Offices also which are temporarily housed in Government buildings, borne on the Public Works Department register, pending construction of office buildings.

2. The Government have considered the question in consultation with the Chief Engineer, Public Works Department (General), Madras. In view of the fact that Government have accepted the responsibility to provide permanent accommodation to the Panchayat Union Offices at Government cost and that a phased programme for the construction of such office buildings is now being implemented, it has been decided that where Panchayat Unions have temporarily been housed in Government buildings, such occupation should be treated as free of rent. Accordingly, Government direct that no rent need be paid by the Panchayat Unions for the occupation of Government buildings for office purposes.

3. Necessary amendments excluding Panchayat Union Offices from the scope of paragraph 244 and other relevant provisions in the Madras Public Works Department Code will issue separately from Government in the Public Works Department.

(G.O. Ms. No. 1573, Rural Development and Local Administration, dated 3rd June 1961.)

COMMUNICATIONS—ROADS AND BRIDGES—PANCHAYAT UNIONS—WORKS OF A CAPITAL NATURE, COSTING Rs. 10,000 AND BELOW—MEETINGS OF COST FROM LOCAL ROADS GRANT—PERMITTED.

Section 131 of the Madras Panchayats Act, 1958, provides for the payment by the Government every year to every Panchayat Union Council of a 'Local Roads Grant' calculated at the rate of 40 nP. per capita of the population of the Panchayat Union. This Local Roads Grant is to be earmarked and spent on the maintenance of the roads classified as Panchayat Union Roads by the Panchayat Union Councils. Instructions have been issued in the Government Order second read above that the amount of 'Local Roads Grant' payable to the Panchayat Union Councils should be credited to the Panchayat Union General Funds, that the amount is to be utilized only for efficient maintenance of Panchayat Union Roads, and that no portion of this is to be diverted for new works and improvements.

2. Orders have been issued in G.O. Ms. No. 2115, Local Administration, dated 14th December 1959, that small capital works of the type of new metalling, construction of small culverts and dams and other protective works not included in the approved programme can be taken up by the District Boards provided the conditions specified therein are satisfied. As successor bodies to District Boards, the Panchayat Union Councils will be obliged to carry out these works from the surplus funds if any available with them. It has now been brought to the notice of the Government that there are some Panchayat Union Councils which will be getting Local Roads Grant in excess of the amount actually required by them for maintaining the Panchayat Union Roads vested in them and it has been suggested that these Panchayat Unions may be permitted to utilize the Local Roads Grant sanctioned to them for new works and improvement works such as new metalling, blacktopping, constructing small culverts and road dams and other protective works besides maintenance work without prejudice to the maintenance of the Panchayat Union roads in their charge. The Government have examined the suggestion and they issue the following instructions :—

Panchayat Unions may utilise the Local Roads Grant sanctioned to them under section 131 of the Madras Panhcayats Act for works of capital nature costing Rs. 10,000 and below such as new metalling, blacktopping, constructing small culverts and road dams, and other protective works subject to these conditions;

The work should be taken up for execution by the Panchayat Unions only after meeting the requirements of funds for maintenance of Panchayat Union roads.

3. The action of the Chief Engineer (Highways and Rural Works) in having permitted the Commissioner, Paramakudi Panchayat Union, to proceed with the work of gravelling a road at an estimated cost of Rs. 8,500 from the Local Roads Grant to the Panchayat Union in 1960-61 in anticipation of the orders of Government in paragraph 2 above is ratified.

(G.O. No. 2114, Local Administration, dated 27th July 1961.)

WORKS — PANCHAYATS — ADMINISTRATIVE AND TECHNICAL SANCTION—CERTAIN CLARIFICATIONS —ISSUED.

The President, Avanashi Panchayat, has, in his letter requested clarification on the following points :—

(i) Whether the Overseer and the Panchayat Union Engineer have been authorised to measure and check-measure panchayat works costing less than Rs. 1,000 (as contained in the note appended to G.O. Ms. No. 1547, Rural Development and Local Administration, dated 30th May 1961);

(ii) whether the draft rules prescribing the authorities competent to accord administrative and technical sanction and to measure and check-measure panchayat union and panchayat works will be published in the Gazette for general information and for inviting objections and suggestions before confirmation; and

(iii) whether pending issue of rules under the Madras Panchayats Act, 1958, measurement and check-measurement could be recorded by the Presidents/Executive Officers and Deputy Panchayat Officer [now designated as Extensiin Officer Panchayat and the Junior Engineer (Union Engineer)]; and whether the works already measured by Presidents/Executive Officers prior to the receipt of the Government Order mentioned above should be check-measured by officers empowered under the old rules.

2. The following clarifications are issued on the points mentioned above :—

Point (i) in paragrauh 1 above.—Until rules are issued under the Madras Panchayats Act, 1958, on the subject, the rules already issued under the Madras Village Panchayats Act, 1950, will continue to be in force, so far they relate to panchayats provided such rules are consistent with the provisions of the new Act—(*vide* G.O. No. 1720, Local Administration, dated 15th October 1960). The Overseer and Panchayat Union Engineer can, therefore, measure and check-measure works costing less than Rs. 1,000 only after the rules are issued under the 1958 Act.

Point (ii) in paragraph 1 *above.*—In the case of rules to be published for the first time under the Madras Panchayats Act, 1958, prior publication is not necessary—[*vide* section 179 (2) of the Madras Panchayats Act, 1958].

Point (iii) in paragraph 1 *above.*—As the rules specifying the authorities competent to measure and check-measure panchayat and panchayat union works have not yet been issued, under the Madras Panchayats Act, 1958, the rules issued under the Madras Village Panchayats Act, 1950, will continue to be in force until such rules are re-issued under the 1958 Act. Hence the works already measured by Presidents/Executive Officers may be check-measured by the Deputy Panchayat Officers designated as Extension Officers (Panchayats) and the Junior Engineers (Union Engineers).

(Memorandum No. 131982, L Spl.161-1, Rural Development and Local Administration, dated 16th August 1961.)

VILLAGE WORKS PROGRAMME—VILLAGE ROAD WORKS CERTAIN CLARIFICATIONS—ISSUED.

The Collector of Tirunelveli is informed that provision for all the original road works on the district board side under the Second Five-Year Plan Road Scheme, which are committed will be outside the provision under the 'Village Works Grant'.

2. The Collector is informed that the provision of road facilities within the habitation areas is the responsibility of the panchayats concerned. The provision under the village works grant is intended to cater to improvements of village communication and it should not be diverted for the provision of communication facilities within the habitation areas. The orders issued in G.O. Ms. No. 261, Rural Development and Local Administration, dated 6th March 1960, are applicable to the sanction of works under the 'Villag Works Grant' also.

(Memorandum No. 148190 P-41 61-1, Rural Development and Local Administration, dated 12th September 1961.)

COMMUNITY DEVELOPMENT—OVERALL PLANS AND BUDGET ESTIMATES—FORMULATION OF PANCHAYAT DEVELOPMENT SCHEMATIC BUDGET—CONSEQUENT CHANGES—INSTRUCTIONS—ISSUED.

In G.O. No. 823, Public (RDP), dated 13th March 1959 the Government order second cited, it has been ordered that that an overall plan and a budget estimate should be formulated for each Block in consultation with the Block Advisory Committee

and they should be got approved by the Collectors. These plans and estimates should be based on the schematic budget for a Stage I or Stage II Block, as the case may be, communicated in the Government order first read above. In the Government orders third and fourth read above, orders have been issued that a Panchayat Development Schematic Budget should be formulated for each block for the Third Plan period in accordance with the principles enunciated therein. It has also been ordred in G.O. Ms. No. 588, Rural Development and Local Administration, dated 2nd March 1961. that the Collector should scrutinise the Block Schematic Budgets prepared with reference to orders issued in the Government orders third and fourth read above and accord them their approval in token of their verification.

2. The Collector of North Arcot has raised the question whether the overall plans and budget estimates of Stage I and Stage II Blocks should now be based on the resources available in the Panchayat Development Schematic Budget.

3. The Collector of Thanjavur has raised the question whether the overall plans and Budget Estimates for Stage II Blocks with a ceiling of Rs. one lakh will have to be prepared annually in Stage II Blocks which have become Panchayat Unions and where entrustment of National Extension Service Programmes under Section 66 of the Madras Panchayat Act, 1958, has already taken place. He has also requested instructions whether overall plans and budget estimates will have to be prepared in both Stage I and Stage II Blocks in respect of items not covered by entrustment under section 66 of Madras Panchayats Act.

4. All Collectors are informed that an overall plan should be formulated for all (Community) Development Blocks based on the resources available under the Panchayat Development Schematic Budget to be formulated with reference to the orders issued in the Government orders third and fourth read above. This plan should be framed Panchayat Development Schematic headwise in respect of all items of programmes which have been entrusted to the Panchayat Union Councils for implementation under section 66 of the Madras Panchayats Act for execution viz :—

(*a*) Local Irrigation Grant;
(*b*) Agricultural Grant;
(*c*) Village Works Grant;
(*d*) Education Grant;
(*e*) Social Education Grant; and
(*f*) Women and Children's Welfare Programmes.

5. Instructions regarding the preparation of the plan in respect of non-entrusted items will issue separately.

6. With the formulation of the Panchayat Development Schematic Budget, the Stages of Blocks have no relevance and the plan should be prepared for all the blocks for the entire Third Five-Year Plan period.

7. Inclusion in the overall plan does not however constitute financial, administrative or technical sanction for the execution of works and schemes. The items included in the plan can be implemented only after obtaining the orders of competent authorities empowered in this behalf in accordance with the instructions issued by the Government from time to time.

(G.O. Ms. No. 2595, Rural Development and Local Administration, dated 26th September 1961.)

LOCAL DEVELOPMENT WORKS PROGRAMME—EXECUTION OF WORKS IN MUNICIPAL AREAS—INSTRUCTIONS ISSUED.

According to the instructions in force, an amount not exceeding 5 per cent of the allotment for the district can be utilised on the execution of Local Development Works in Municipal areas, subject to the condition that such works are beneficial to the surrounding rural population. In the Government order first cited, orders have been issued merging the provision under the Local Development Works Programme with the provisions available under the other development schemes such as, Community Development Programme and Rural Water Supply Comprehensive Scheme and all these provisions have been constituted into a non-statutory Government grant; viz., 'Villag Works grant' and credited to the Village Panchayat Fund.

2. In the Government order second cited (G.O. Ms. No. 2103, Rural Development and Local Administration, dated 25th July 1961) orders regarding the utilisation of the village works grant have been issued. As the entire provision under the Local Development Works Programme has been pooled with the provisions under the other schemes referred to, provision will not be available for executing works in Municipal areas. The Collectors of all the districts, except Madras, are accordingly informed that works in Municipal areas should not be sanctioned from the provision under the village works grant.

3. This memorandum disposes of letter No. L. Dis. 55104/61, dated 26th July 1961, from the Joint Inspector of Municipal Councils and Local Boards, Madras. He is informed that in view of the orders in paragraph 2, the question of sanctioning the proposal contained in his letter, referred to above, does not arise.

(Memorandum No. 140644 P 4/61-1, RuralDevelopment and Local Administration, dated the 24th October 1961.)

VILLAGE WORKS PROGRAMME—WORKS COSTING LESS THAN RS. 3,000—EXECUTION WITHOUT DETAILED ESTIMATES—ORDERS IN G.O. Ms. No. 640, PUBLIC, DATED 28TH FEBRUARY 1955—RESCINDED.

In the Government order first cited (G.O. Ms. No. 640, Public, dated 28th February 1955), as amended from time to time, orders were issued permitting the execution of works costing Rs. 3,000 and less without detailed estimates under the National Extension Service Scheme, Community Development Programme and Local Development Works Programme. A question has been raised whether in view of the entrustment of the National Extension Service Scheme of Community Development to Panchayat Unions there is need for continuing the concessions in the above Government order.

2. The Government have examined the question. The village works programme will hereafter be implemented by the Panchayat Unions and the Panchayats. Full powers of administrative sanctoin vest with the Panchayat Union Councils/The Block Junior Engineer/Supervisor has been empowered to accord technical sanction to estimates upto Rs. 3,000. With the assistance of the Block supervisor, it should be possible to prepare estimates during the beginning of the year itself for all the works programme. There is, therefore, no need for continuing the provisions in G.O. Ms. No. 640, Public, dated 28th February 1955. The orders issued in the above Government order and all other orders relating to the execution of works without detailed estimates are therefore cancelled.

3. The Chief Engineer (Highways and Rural Works) and the Collectors of all the districts, except Madras, are requested to acknowledge the receipt of this memorandum. The Collectors in turn should obtain acknowledgments from the Commissioners of Panchayat Unions, Block Development Officers and Block Planning Officers and file them in their offices.

(Memorandum No. 78587 P4/61-3 Rural Development and Local Administration, dated the 24th October 1961.)

TOOLS AND PLANT—ROLLERS, LORRIES, ETC. OF HIGHWAYS AND RURAL WORKS DEPARTMENT UTILISED FOR ROAD WORKS OF PANCHAYAT UNIONS AND PANCHAYATS—RECOVERY OF HIRE CHARGES—PROCEDURE—PRESCRIBED.

In regard to the procedure to be followed in the matter of adjustment of hire charges on the major tools and plant to be lent to the Panchayat Unions, the Chief Engineer (Highways and Rural Works) has submitted certain proposals in accordance with the decision taken at the Conference held by him with the

Superintending Engineers. Government have examined these proposals in consultation with the Examiner of Local Fund Accounts. They direct that the following procedure suggested by him in this regard be adopted :—

"The Assistant Engineer (Highways and Rural Works) should arrange to prepare and send to Commisioners of Panchayat Unions monthly on or before 25th of each month a statement of hire charges on account of several plants of the Highways and Rural Works Department lent to the Unions during the preceding month with a copy to the Divisional Engineer (Highways and Rural Works) concerned and the Union Engineer of the respective Union. Payment of the amount should be done not later than the last date of succeeding month".

2. Government consider that the suggestion of the Chief Engineer (Highways and Rural Works) to make it obligatory on the part of the Treasury Deputy Collector to recover the hire charges by effecting necessary adjustments or to levy penal interest at 12 per cent in cases where the hire charges are not paid promptly is not feasible and hence it is not accepted.

3. The Chief Engineer is requested to get the list of rates stated to be under preparation approved by the Government and communicated the approved list to all the Panchayat Union Councils for guidance at an early date.

G.O. Ms. No. 2264, Rural Development and Local Administration, dated the 27th October 1961,

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VILLAGE WORKS PROGRAMME—SANCTION OF WORKS COSTING MORE THAN Rs. 40,000—INSTRUCTIONS—ISSUED.

Orders have been issued in paragraph 6 (iii) of G.O. Ms. No. 2103, R.D. & L.A., dated 25th July 1961, that works costing more than Rs. 40,000 should not be taken up under the Village Works Programme. The Chief Engineer (Highways and Rural Works), has stated that estimates relating to some works costing more than Rs. 40,000 are pending with him for administrative and technical sanction and has enquired whether they may be returned to the Collectors for sanctioning the scheme restricting their cost to Rs. 40,000. The Collector of Salem, has also enquired in his D.O. letter cited whether works costing more than Rs. 40,000, the proposals relating to which are already pending, may be taken up and completed.

2. The Chief Engineer (Highways and Rural Works) and the Collectors of all districts, except Madras, are informed that the ceiling of Rs. 40,000 per work was fixed in order that the benefits of the village works programme could be extended to as many villages as possible. Works costing more than Rs. 40,000 should not, therefore, be taken up under the Village Works Programme. The Government, however, have no objection to the

works which have been technically and administratively sanctioned between 1st April 1961 and 25th July 1961 (the date of G.O. Ms. No. 2103 of 1961 of R.D. & L.A.) and put into execution actually being treated as 'Committed works' and completed under the village works programme. The works, that have been technically and administratively sanctioned between 1st April 1961 and 25th July 1961 but not taken up for execution may also be treated as 'Committed works' and put into execution provided the approval of the concerned Panchayat Union Council is now obtained.

3. Powers of administrative sanction do not vest with the Chief Engineer (Highways and Rural Works). He will accord technical sanction only. Administrative sanction to estimates costing more than Rs. 25,000 will be accorded by Government, until entrustment has taken place.

(Memorandum No. 149709/P4/61-2, Rural Development and Local Administration, dated the 28th October 1961.)

WORKS—VILLAGE WORKS GRANT—BLACK-TOPPING OF ROADS—NOT PERMITTED.

The Collector of Tirunelveli has enquired whether the black topping of roads can be undertaken from the provision under the Village Works Grant. The Chief Engineer (Highways and Rural Works) has recommended in his letter second cited that the black-topping of roads, except Panchayat roads running within the Panchayats, may be permitted.

2. The Government have examined the question. As the available provision is limited and as there is urgent need to provide link roads and drinking water supply to every village the Chief Engineer (Highways and Rural Works) the Collectors of all rural districts and all other officers concerned with the implementation of the Village Works Programme are informed that the black-topping of roads cannot be taken up under the Village Works Grant.

(Memorandum No. 159794/P5/61-1, Rural Development and Local Administration, dated the 31st October 1961.)

VILLAGE WORKS PROGRAMME—IMPLEMENTATION DURING 1961-62 AND THIRD FIVE-YEAR PLAN PERIOD—INSTRUCTIONS—CLARIFIED.

In his D.O. letter cited (from the Collector of Salem, D.O. letter No. 43339/61, B-1, dated 24th July 1961), the Collector of Salem has raised the following points for clarification :—

(i) whether works under the Village Works programme can be entrusted to the Presidents of Panchayats or individual sponsors as provided for in the rules issued with G.O. Ps. No. 1441, Rural Development and Local Administration, dated 22nd May 1961;

(ii) whether the provisions in G.O. Ms. No. 640, Public, dated 28th February 1955 are applicable to the works executed under the Village Works Programme;

(iii) whether the incomplete works also may not be handed over to the Panchayat Union from the date of entrustment; and

(iv) what are the classess eligible for special treatment in the matter of payment of contributions for works and who is the authority competent to decide whether a particular work benefits Harijans and other poor and backward classes.

2. With reference to the first point,, the attention of the Collector of Salem and all other Collectors is invited to the orders issued in paragraph 6 (vii) of the G.O. second cited according to which works may be entrusted to individual sponsors, if the Panchayats concerned are unable to take up the execution of works themselves. The question whether the entrustment of works to the Presidents of Panchayats in their individual capacity would entail disqualification on their part to hold the office has been raised. This is being examined. Final instructions in this regard will be issued separately.

3. Orders regarding point (ii) have been issued in Memorandum No. 78587 P4/61-3, dated 24th October 1961.

With reference to point (iii), copy of memorandum No. 170776 P4/61-1, dated 16th October 1961 is enclosed for information.

4. As regards the last point, the Collectors of all districts, except Madras, are informed that for the purpose of determining the rate of contribution for works executed under the Village Works Programme the term "other poor and backward classes" would apply to the communities that are eligible for assistance from the Harijan Welfare funds. The Panchayat Union concerned will be the authority competent to decide whether a particular work benefits Harijans and other poor and backward classes.

(Memoradum No. 138156 P4/61-2, Rural Development and Local Administration, dated the 8th November 1961.)

ENCLOSURE.

Copy of Memorandum No. 170776 *P4/61-1, dated* 16*th October* 1961.

[Village Works Programme—Implementation during 1961–62 and the Third Five-Year Plan period—Certain clarifications.]

From the Collector of Coimbatore, Reference No. 44317/61-D5, dated 11th September 1961.

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3. Regarding paragraph 3 of the letter cited, the Collector is informed that the Government do not see any reason to reconsider the orders issued in paragraph 7 (xiii) of G.O. Ms. No. 2103, Rural Development and Local Administration, dated 25th July 1961. The works for the execution of which Revenue Divisional Officers are responsible should be completed by them and then handed over to the panchayats/panchayat unions. His attention in this connection is invited to the instructions contained in paragraph 4, 5 and 6 of Memorandum No. 154036 Accounts-A/61-1 dated 5th September 1961.

WORKS—VILLAGE WORKS PROGRAMME—AGENCIES FOR THE EXECUTION OF WORKS—PROCEDURE—CLARIFIED.

In the Government order first cited (G.O. Ps. No. 1441, R.D & L.A., dated 22nd May, 1961) rules relating to the invitation of tenders in respect of Panchayat Union Works have been published. In paragraph 6 (vii) of the G.O. second cited (G.O. Ms. No. 2103, R.D. & L.A., dated 2th July 1961) the procedure for the entrustment of works under the Village Works Programme has beee laid down. In the light of the above orders, the Collection of Chingleput has raised the following points for clarification in his letter cited (From the Collector of Chingleput, R.C. 23701/61 V10, dated 21st September 1961) :—

(i) whether in respect of works involving 100 per cent Givernment grant and costing more than Rs. 3,000 tenders should invariably be called for;

(ii) whether the above position will hold good even in the case of Rural Water Supply works under the Village Works Programme intended for the benefit of Harijans, for which no contributions are required; and

(iii) whether tenders may be dispensed with in all cases of works under the Village Works Programme, where they are entrusted to the Panchayats or their nominees (including the Presidents of Panchayats).

2. The Collector of Chingleput is informed that the procedure laid down in paragraph 6(vii) of G.O. Ms. No. 2103, R.D. & L.A., dated 25th July 1961 is clear about the entrustment of works for execution under the Village Works Programme. In respect of Rural Water Supply Works intended for the benefit of Harijans, also the same procedure as prescribed in paragraph referred above should be followed.

3. As regards the presumption raised by the Collector in his letter viz. that an advance of Government grant can be paid only when the Panchayat executes the work and not in the case of beneficiaries nominated by the Panchayat, the Collector of Chingleput is informed that the presumption is correct. His attention is invited to the concluding sentence in paragraph 6 (vi) of G.O. Ms. 2103, R.D. & L.A., dated 25th July 1961.

(Memorandum No. 190288 P4/61-1, Rural Development and Local Administration, dated the 8th November 1961.)

PANCHAYAT DEVELOPMENT—VILLAGE WORKS GRANT—WATER SUPPLY AND LINKROADS—ALLOCATION AMONG PANCHAYATS—INSTRUCTIONS IN MEMORANDUM No. 88660 P4/61-1, DATED 11—8—1961—MODIFIED.

With reference to the instructions issued in the memorandum first cited Memorandum No. 88660 P4/61-1, R.D. & L.A., dated 11th August 1961 that when a work is executed by a Panchayat or

by its nominee the monetary transaction should be carried through the agency of the Panchayat concerned, it has been suggested to the Government that such a course will create hardship to the nominees of the Panchayats entrusted with the execution of works and also to the Panchayats in effecting the transaction. The Government have reconsidered the instructions referred to above and in modification thereof direct that the monetary transactions need not pass through the accounts of the Panchayat when works are entrusted to the nominees of Panchayats for execution.

(Memorandum No. 88660 P4/61-2, Rural Development Local Administration, dated 9th November 1961.)

VILLAGE WORKS PROGRAMME—OVERHEAD TANKS AND DISTRIBUTION SYSTEMS—SUPPLY OF M.S. RODS, G.I. PIPES AND PUM SETS—LOCAL PURCHASE—INSTRUCTIONS ISSUED.

In hisletters first and second cited (from Collector of Coimbatore, letter Nos. 44196/61 D-1, dated 27th August 1961 and 44196/61 D-1, dated 18th September 1961), the Collector of Coimbatore has brought to the attention of the Government certain difficulties in procuring M.S. Rods, G.I. Pipes and pumpsets which are required for the overhead tanks and distribution system that are being taken up by the Panchayat Unions under the Village Works Programme. To facilitate easy procurement of these materials which will help expeditious execution of these works, he has suggested that a decentralised system of procurement may be adopted. Government have examined the suggestion in consultation with the Chief Engineer (Highways and Rural Works) and direct that the following procedure be followed in the purchase of pumpsets which are required for the overhead tank works under the Village Works Grant.

(i) The Chief Engineer (Highways and Rural Works) should communicate the list of standard pumpsets with the names of firms to the Divisional Engineers.

(ii) The Divisional Engineers should communicate this list to the Assistant Engineers and the Panchayat Union Commissioners.

(iii) Every Panchayat Union Commissioner should call for quotations of standard pumpsets from the firms which are found in the approved list and pass on the quotations to the Assistant Engineer with his recommendation.

(iv) The Assistant Engineer should approve the quotations and return the concerned papers to the Panchayat Union Commissioners for placing indent with the concerned firms and for further action.

(v) The availability of mechanics locally to attend to the pumpsets, etc., of particular makes should also be considered while accepting the quotations.

(vi) In furnishing the list of standard pumpsets and the names of firms to the Divisional Engineers, the Chief Engineer (Highways and Rural Works) is requested to keep in view the availability of pumpsets at various mufassal centres so that pumpsets may be easily obtained regionally.

2. Instructions regarding the procedure for the purchase of G.I. pipes and M.S. rods will issue separately.

(Memo. No. 154934 P4/61-6, Rural development and Local Administration, dated the 14th November 1961).

VILLAGE WORKS PROGRAMME—IMPLEMENTATION DURING 1961-62 AND DURING THE THIRD FIVE-YEAR PLAN PERIOD—FURTHER INSTRUCTIONS—ISSUED.

A number of points have been raised by the Collectors of districts in regard to the utilisation of the provision under the Village Works Grant. Orders on the more important questions have already been issued in G.O. Ms. No. 2103, Rural Development and Local Administration 25th July 1961 cited. The following instructions are issued in respect oo the other points raised by the Collectors.

2. It has been pointed out that in respect of works sanctioned prior to 1st April 1961 for which part contributions have been collected from the beneficiaries it may be difficult to collect the balance of contributions at old rates, at the rates applicable from 1st April 1961 as laid down in G.O. Ms. No. 664, Rural Development, dated 16th August 1960 will be advantageous to the beneficiaries in many cases. The Collectors of rural districts and other officers concerned are informed that it has been clearly laid down in G.O. Ms. No. 664, Rural Development, dated 16th August 1960 that the new rates of contributions fixed will be in force for new works taken up from 1st April 1961. The beneficiaries are committed to the payment of contributions at the old rates for the works sanctioned prior to 1st April 1961 under the Community Development Programme, etc. The contributions for such works should, therefore, be collected from the beneficiaries at the rates in force prior to 1st April 1961.

3. A model form of proceedings for the sanction of works under the Village Works Grant is annexed to this memorandum for the guidance of the authorities empowered to sanction village works.

4. Provision for works taken up under the Famine Relief Schemes—

In clarification of paragraph 2 (ii) of G.O. Ms. No. 2103, Rural Development and Local Administration, dated 25th July 1961, it is made clear that the provision under the Village Works Grant does not include the requirement of funds for Famine Relief Works.

5. Provision of amenities such as drains and latrines, Community Recreation Centres, Veterinary dispensaries and Sub-Centres for Primary Health Centres—

Under Village Works Grant only rural water supply works, village roads and school buildings can be taken up. There is no provisionavailable under the Village Works Grant for executing drainage or latrine works. These works should, if taken up, be wholly financed from the funds of the Panchayats or the Panchayat Unions.

6. Deepening of and carrying out of improvements to existing wells—

Deepening of existing wells for ensuring adequate drinking water supply may be taken up under the Village Works Programme with 75 per cent grant from the Village Works Grant. Improvement to existing wells, such as steining of walls, construction of parapet and platform may also be taken up. The grant payable for these works from the Village Works Grant will be 50 per cent of the estimated cost of the work. Where both deepening work and improvements are involved the grant payable should be calculated at 75 per cent for that part of the work of deepening the well and 50 per cent for the improvements carried out.

7. Sanction of a second grant for a work which has already received assistance under the Community Development Programme, Local Development Works Programme, etc.—

A second grant sh uld not be sanctioned for the works that have already received assistance under the Community Development Programme, Local Development Works Programme or under the Village Works Programme.

8. Provision of funds for completing the incomplete works under the Post-War Road Development Schemes—

Separate provision will be made for completing the incomplete works under the Post-War Road Development Schemes. Detailed instructions are being issued separately.

9. First metalling of roads—

The orders issued in G.O. Ms. No. 261, Rural Development and Local Administration, dated 26th March 1960 will continue to apply to the execution of road works under the Village Works Programme.

(Memorandum No. 2793 P4/61-19, Rural Development and Local Administraaion, dated the 21st November 1961.)

Model form of Proceedings for Sanctioning Works under the Village Works Grant.

Proceedings of Village Works Programme Division	District Panchayat Union/Block

Village—Sinking a well/Construction of overhead tank
Formation of road from to
construction of building for Elementary school—Estimates sanctioned.

Under the powers vested with in (G. O. Ms. No. 2972, Public, dated 20th September 1956 and) G. O. Ms. No. 2103, R. D. and L. A., dated 25th July 1961 and in pursuance of resolution No. dated of Panchayat Union Council/Block the estimates for the execution of the following work under the Village Works Programme are sanctioned as detailed in the annexure to this order subject to the following conditions :—

1. The expenditure on this should be met as shown in the annexure to this proceedings.

2. An expenditure not exceeding Rs. (*) is sanctioned.

3. The grant reimbursable is debitable to †

4. The work is entrusted to ‡ (Certified that resolution of the Panchayat to the above effect has been obtained.

5. The work should be completed on or before

§ 6. Certified that the execution of this work has been approved by the Block advisory Committee in its meeting held on

* Here the amount should be entered in words.

† Here enter the appropriate debit head mentioned in paragraph 6(v), 6(vi) or 7 (vi) of G. O.Ms. No. 2103, R. D. and L. A., dated 25th July 1961.

‡ The procedure laid down in paragraph 6(vii) of G. O. Ms. No. 2103, R. D. and L. A., dated 25th July 1961 in that order should be followed while entrusting works for execution.

§ This should be omitted in areas where entrustment has already taken place.

7. Certified that the block has been classified as A/B/C/D Block with reference to the orders in G. O. Ms. No. 613, R.D. and L.A., dated 3rd March 1961.

8. Certified that the instructions issued in G. O. Ms. No. 2103, R. D. and L. A., dated 25th July 1961, have been observed in full.

9. The plans and estimates are returned duly approved.

NOTE:—The prescribed procedure and the formalities should be observed in selecting sites for executing works. In respect of drinking water supply works and school building works the approval of the Public Health Department to the site selected should be obtained.

ANNEXURE.

1. Serial number.
2. Name of work.
3. Total estimated cost as approved.
4. Share of expenditure—

(1) Government grant under the Village Works Grant Rs.

or percentage of the cost of the work, whichever is less.

(2) Contributions from the funds of the Panchayat/Union/Panchayat/ Voluntary contribution from the people.

(a) Cash Rs.

(b) Kind and Labour valued at Rs.

4. Reference No. and year of programme

6. Minor and detailed heads of account to which the grant from the State is debitable in the State Accounts.

WORKS—VILLAGE WORKS PROGRAMME—EXECUTION OF WORKS IN TOWN PANCHAYATS—CLARIFICATION—ISSUED.

A question has been raised whether the provision under the Village Works Grant can be utilised for completing the incomplete works and for taking up new works in Town Panchayats or whether any separate provision will be made for the purpose. A clarification has also been sought for as to the purpose for which the provision of Rs. 5 crores indicated in paragraph 7 of the G.O. Ms. No. 664, R.D. & L.A., dated 16th August 1960 is to be utilised in Town Panchayats.

2. The Collectors of all rural districts and all other officers concerned with the Village Works Programme are informed that the provision of Rs. 5 crores referred to does not refer to the size of developmental outlay in Town Panchayats. It is only an estimate of the total amount of receipts as well as expenditure expected to be incurred in Town Panchayats during the Third Five-Year Plan period. They are also informed that the provision under the Village Works Grant may be utilised for executing development works in Town Panchayats also, subject to the conditions laid down in G.O. Ms. No. 2103, Rural Development and Local Administration, dated 25th July 1961. *Metalling or improving existing roads and streets within the Town Panchayat areas and the provision of conjointed piped water supply cannot, however be taken up from out of the Village Works Grant provision.* Bigger schmes which cannot be accommodated under the Village Works Grant can be undertaken only as part of the appropriate Five-Year Plan Scheme by applying to the department concerned.

(Memorandum No. 164606, P4/61-1, Rural Development and Local Administration, dated 22nd November 1961.)

VILLAGE WORKS GRANT—PROVISION OF BUILDINGS FOR ELEMENTARY SCHOOLS—SANCTION OF GRANTS TO AIDED SCHOOLS—INSTRUCTIONS ISSUED.

A question has been raised whether grants for the construction of buildings for aided elementary schools can be sanctioned from the provision under the Village Works Grant. The Collectors of all districts (except Madras) and all other officers concerned with the implementation of the village works programme are

informed that there is no objection to grants being sanctioned to aided elementary schools for the construction of buildings provided the institutions concerned have not received previously any Government grant for the purpose and provided the requisite matching contribution as laid down in G.O. Ms. No. 2103, R.D. & L.A., is forthcoming.

(Memorandum No. 168322 P4/61-2, Rural Development and Local Administration, dated 22nd November 1961.)

VILLAGE WORKS PROGRAMME—OVERHEAD TANKS AND DISTRIBUTION SYSTEMS—PURCHASE OF M.S. RODS, G.I. PIPES AND PUMPSETS—INSTRUCTIONS —ISSUED.

In continuation of the instructions issued in the memorandum (No. 154934/P-4/61-6, R.D.L.A., dated 14th November 1961), the Government direct that the following procedure be followed in the purchase of M.S. rods and G.I. pipes which are required for works, etc., executed under the Village Works Grant :—

(i) *M.S. rods.*—The Iron and Steel Controller has fixed three types of rates for M.S. rods of which Column III rate has been fixed for supply by dealers in open market. M.S. rods are now freely available in local markets at Column III rate fixed by the Iron and Steel Controller and should be purchased at these rates. The Chief Engineer (Highways and Rural Works) will communicate to all officers concerned Column III rate fixed by the Iron and Steel Controller. No. relaxation in the present procedure is necessary.

(ii) *G.I. pipes.*—As regards purchase of G.I. pipes locally, the Divisional Engineers (Highways and Rural Works) concerned should call for competitive quotations, fix the purchase prices consistent with quality, size, etc, of the pipes and communicate them to the officers concerned with the execution of works under the Village Works Programme. Purchases can be made by the Panchayat Unions/Panchayats at the rates approved by the Divisional Engineers concerned.

(Memorandum No. 154934, P4/61 -8, Rural Development and Local Administration, dated 19th December 1961.)

PANCHAYAT UNIONS—WORKS PROGRAMME—MEASURES TO SPEED UP—MONTHLY VISITS BY ASSISTANT ENGINEER.

Government consider that the works programme in the Panchayat Unions can be speeded up if more effective co-ordination is secured betwen the engineering establishment in the Panchayat Unions and the higher technical staff of the Rural Works engineering estalishment outside the Panchayat Unions, viz., the

establishment of the Assistant Engineer. The Assistant Engineer (Highways and Rural Works), has a major role to play in the execution of the works programme in the Panchayat Development Blocks. The preponderant part of the work of the Assistant Engineer (Highways and Rural Works) is on the rural works side, as the rural works plan which he has to implement is considerably larger in scope than the Highways plan entrusted to him.

2. In order to bring about better co-ordination between the Assistant Engineer (Highways and Rural Works) and the Panchayat Unions Engineer, the Chief Engineer (Highways and Rural Works) is requested to prescribe a system of monthly meetings under which the Assistant Engineer would visit the office of every Panchayat Union in his jurisdiction regularly, once a month, when he would meet the Charman, the Commissioner and the Junior Engineer of the Panchayat Union. They should sit together, discuss the progress of the works programme in the block and settle outstanding issues arising out of such progress. The Chief Engineer is requested to issue suitable instructions in this regard under intimation to Government.

(Memorandum No. 245327 L. Spl (61-1, Rural Development and Local Administration, dated 20th December 1961.)

COMMUNITY DEVELOPMENT PROGRAMME—BUILDINGS—BLOCK OFFICERS STAFF QUARTERS' PRIMARY HEALTH CENTRES, VETERINARY DISPENSARIES, AGRICULTURAL DEPOTS, INFORMATION CENTRES, ETC.—INSTRUCTIONS REGARDING MAINTENANCE—ISSUED.

Orders have been issued in G.O. Ms. No. 9, Rural Development and Local Administration, dated the 5th January 1960, to the effect that buildings in the Block headquarters such as Block Offices, Agricultural Depots, Information Centres, Staff quarters, etc., be borne on the registers of the Highways and Rural Works Department, so that the normal maintenance and ordinary and special repairs to these buildings could be attended to by the Highways and Rural Works Department. It was also ordered that buildings where institutions such as Veterinary Dispensaries, Primary Health Centres, Maternity Centres, Poultry Units, etc., are housed, be entered in the registers of the Departments using them so that further maintenance and ordinary repairs in their cases may be attended to by the Departments using them and special reparis be carried out by the Highways and Rural Works Department.

2. The Chief Engineer (Highways and Rural Works) has now raised the question whether buildings referred to above should not be vested with Panchayat Unions consequent on the entrustment of Community Development Programme to them.

3. The Government have examined the question of further maintenance of the buildings constructed or works executed in the Development Blocks in the context of the new administrative set up and issue the following instructions :—

I. Roads.—According to the orders issued in G.O. Ms. No. 2894, Public (R.D.P.) Department, dated the 10th September 1955, as amended from time to time, the maintenance of roads and the structures thereon formed under the Community Development and Local Development Works Programmes and Village Road Development Co-operative Schemes, is the normal responsiblility of the local bodies and they should be handed over to the local bodies concerned immediately after completion of the works. The panchayats and Panchayat Unions will maintain the roads vested in them.

II. Wells.—The wells formed under the Community Development and Local Development Works Programmes should be handed over to the Panchayats concerned for future maintenance. The sinking and maintenance of wells, and ponds for drinking water are duties statutorily cast on the Panchayats concerned.

III. School buildings.—(1) School buildings for elementary schools which were constructed entirely out of the funds of the District Boards for ex-district board schools will be transferred to the control of the panchayat unions concerned. It is theduty of the panchayat unions to maintain such buildings transferred to them.

(2) School buildings constructed entirely out of the finances of the panchayats will also be transferred to the panchayat unions. It will be the responsibility of the panchayat unions concerned to maintain these buildings.

(3) There are school buildings constructed under Community Development Programme and Local Development Works Scheme for running a district board school or a panchayat school or an aided school. All such school buildings constructed under Community Development Programme and Local Development Works Scheme other than aided school buildings should be handed over to the concerned panchayat unions for their future maintenance.

(4)Aided school buildings will continue to be maintained by the private management from their own funds.

(5) The Highways and Rural Works Department, being incharge of all rural works in the entire area of the State, shall take the responsibility for maintenance of the buildings and works which are now under the control of the panchayat unions and which will be transferred to their control in future for maintenance.

IV. Community Recreation Centres.—Community recreation Centres are located in panchayats. The offices of some of the panchayats are also housed in these buildings. Though these the buildings have been constructed partly out of Government funds, the buildings are intended to satisfy only the social needs of the people of the locality. It is therefore appropriate that these buildings are maintained by the panchayats themselves. The cost of maintenance should be met by the panchayats from their own resources supplemented by contributions from the people of the locality. The panchayat unions concerned will have the responsibility to see that these buildings are properly maintained by the panchayats.

V. Primary Health Centres and their staff quarters.—The buildings of Primary Health Centres are constructed by the Public Works Department and handed over to the Medical Department. The staff quarters are also constructed by the Public Works Department and handed over to the Medical Department. The Primary Health Centres and the quarters of the staff of the Primary Health Centres will continue to be maintained by the Medical Department of the Government. They will not be transferred to the panchayat unions or panchayats for maintenance.

VI. Materntiy Centres and Child Welfare Centres.—The Madras Panchayats Act, 1958, lays down as one of the duties of Panchayat Unions to establish and maintain Maternity and Child Welfare Centres. The establishment and maintenance of dispensaries is also another duty cast on it. It does not, however, follow that it is the duty of the Panchayat Union or the Panchayat to maintain all buildings constructed for dispensaries and maternity centres under the Community Development Programme for the reason that Clause (*b*) and Clause (*c*) of Section 65 of the Madras Panchayats Act, 1958, would seem to apply to maintenance of buildings only in cases where they have been established by the local bodies or inherited by them from the District Boards. Similarly Rule 13 of Schedule IV of the same Act applies only in cases of buildings established by Panchayats prior to the advent of the Madras Panchayats Act.

The Maternity Centres and Child Welfare Centres are generally run by the Government. Dispensaries which are not provided with beds have been transferred to the Panchayat Unions for maintenance. It will be the responsibility of the panchayat unions to maintain only such buildings, housing institutions which have already been transferred to their control. In the case of the Maternity and Child Welfare Centres which are now run by the Government the buildings of those centres will continue to be maintained by the Government. The responsibility for maintenance of these buildings will not be transferred to the local bodies.

VII. Key Village Centres and Sub-Centre buildings.—The buildings in which Key Village Centres and Sub-Centres are housed will continue to be maintained by the Animal Husbandry Department of Government which now maintaining them. These buildings will not be transferred to the panchayat unions for maintenance.

VIII. Veterinary dispensary buildings.—These buildings will be maintained by the concerned Department of Government as at present. They will not be transferred to the panchayat unions for maintenance.

IX. Panchayat Union Office buildings and staff quarters.—These buildings are now borne on the registers of the Highways and Rural Works Department and they will continue to be maintained by the Highways and Rural Works Department.

X. Agricultural depots and information centres.—The buildings of the Agricultural depots and the information centres will continue to be maintained by the Government as at present. They will not be transferred to the panchayats or panchayat unions for maintenance.

(G.O. Ms. No. 3348, Rural Development and Local Administration, dated 20th December 1961.)

WORKS—VILLAGE WORKS PROGRAMME—WRITE OFF OF LOSSES AS UNPROFITABLE OUTLAY ON WORKS—POWERS DELECATED TO COLLECTORS—ORDERS—ISSUED.

In G.O. Ms. No. 1883, Pubilc Rural Development Project, dated 13th June 1955, powers to write off losses due to losses of stores which are irrecoverable or public money lost due to fraud negligence, etc., have been delegated to the Collectors of districts up to the limits indicated therein. The Collector of Coimbatore has enquired in his letter read above whether the powers delegated to the Collectors in the above G.O. would include powers to write off losses due to unprofitable outlay on works.

2. The Government have examined the question. The orders issued in the above G.O. do not empower the Collectors to sanction write off of losses due to unprofitable outlay on works. The Government, however, consider that the delegation of powers to the Collectors in this regard will facilitate speedy disposal of the work and accordingly direct that the Collectors of all districts, except Madras, be delegated with powers to sanction write off of losses due to unprofitable outlay on works under the Village Works Grant up to a limit of Rs. 300 in each case. The Collectors should,

however, exercise this power only in respect of works sanctioned by the Panchayat Union Councils or an authority subordinate to the Collectors. But, in case where the work was originally sanctioned by the Collector the proposals for sanction of write off of expenditure should be submitted to Government as hitherto.

3. The provisions governing the sanction of write off of losses of public moneys laid down in the Madras Financial Code should be strictly adhered to before sanctioning such proposals. Copies of the proceedings sanctioning write off of losses should be endorsed to the Government and to the Accountant-General, Madras.

(G.O. Ms. No. 3400, Rural Development and Local Administration, dated 28th December 1961.)

COMMUNICATIONS—THIRD FIVE-YEAR PLAN PANCHAYAT AND PANCHAYAT UNION ROADS (FORMER DISTRICT BOARD ROADS)—PLAN PROVISION—ALLOCATION FOR COMMITTED AND NEW WORKS—UTILISATION OF—INSTRUCTIONS.

An outlay of Rs. 11 crores has been fixed for road works in this State for the Third Five-Year Plan period out of which an expenditure ceiling of Rs. 3.60 crores has been provided for road works on the District Board side.

2. Under the Madras Panchayats Act, 1958, the entire area of the State (with a few exceptions) has been covered by Panchayat Unions on the 2nd of October 1961, and all the District Boards have ceased to exist. The statutory responsibility of maintaining all the Panchayat Union roads in the irrespective areas will devolve on the concerned Panchayat Union and every Panchayat Union will be sanctioned a Local Roads Grant calculated at the rate of 40 naye Paise per head of the population in the Panchayat Union for fulfiling this statutory responsibility.

3. In the G.Os. Ms. No. 664, Rural Development and Local Administration, dated 16th August 1960 and Ms. No. 211, Rural Development and Local Administration, dated 25th January 1961 every Panchayat Union is required to formulate a Panchayat Development Schematic Budget covering specified aspects of Development programmes for the Block in its charge during the Third Five-Year Plan. The Panchayat Development Schematic Budget has provided for the sanctioning of a non-statutory grant called 'The Village Works Grant' to every Panchayat Union during the Third Plan period for the purpose of enabling the Panchayat Union and the constituent Panchayats for taking up rural water supply, link road and village school building works. The principles on the basis of which this grant may be made available to every Panchayat Union have also been laid down in the G.Os. Ms. No. 664, Rural Development and Local Administration, dated 16th August 1960 and Ms. No. 211, Rural Development and Local Administartion, dated 25th January 1961. For

the State as a whole, the provision under the Village Works Grant has been arrived at by pooling together the resources under the Local Development Works Programme during the Third Plan period, the amounts available in the State Plan in the Community Development Block Schematic Budget under ' Rural Water Supply and Sanitation and Communications ', the contribution from the State Government for thee Rural Water Supply Programme including the Rural Water Supply Comprehensive Schemes, the spill-over needs of the Second Five-Year Plan period schemes and the Village Road Development Co-operative Schemes.

4. In G.O. Ms. No. 664, Rural Deveopment and Local Adiminstration, dated 16th August 1960, it has been made clear that the provision available under the Village Works Grant may be utilised for formation of link roads; while the construction of bridges; and the upgrading; and the improvement of Panchayat Union roads will have to be provided for separately in the State Highways Budget.

5. In his letter, the Chief Engineer (Highways and Rural Works) has suggested that since the formation of village roads has hereafter to be taken up the Panchayat Union under the Village Works Grant only, a sum of Rs. 2 crores may be set apart from the provision of Rs. 3.6 crores available during the Third Plan period for road works on the District Board side and credit for the same may be taken in te Village Works Grant for the State as whole and the Balance of Rs. 1.6 crores be utilised for completing the committed road works taken upon the District side during the Second Plan period.

6. The Government accept the suggestion of the Chief Engineer (Highways and Rural Works) and direct that out of the Third Plan provision of Rs. 3.60 crores for road works on the District Board side, a sum of Rs. 1.60 crores be allotted for all the committed works of the Second Plan period and the balance of Rs. 2.00 crores be set apart for Village Works Grant for the entire State from which, provision may be made by Panchayat Unions for taking up new village road works in their area.

7. In respect of committed works of the Second Plan period, the Chief Engineer (Highways and Rural Works) has suggested that only the works that were actually in progress on 1st April 1961 amounting to Rs. 90 lakhs be treated as committed works and works administratively sanctioned prior to 1st April 1961, but which were not in actual progress on that day be left to the consideration of the Panchayat Unions concerned.

8. The Government, after careful consideration, direct that both the categories of committed works, viz., works which were in progress on 1st August 1961 amounting to Rs. 90 lakhs and works which were administratively sanctioned prior to 1st April 1961, but which were not in progress on that date amounting to Rs. 70 lakhs, be taken up, executed and completed as Government works and be

handed over to the concerned Panchayat Unions. In both the categories of works administrative sanction should have been accorded strictly prior to 1st August 1961. In the G.O. Ms. No. 1710, Rural Development and Local Administration, dated 17th June 1961 a sum of Rs. 32 lakhs has been sanctioned during 1961–62 for completing the committed works of the Second Plan period on the District Board side. The Chief Engineer (Highways and Rural Works) is requested to draw up a phased programme for completing these works and come up to the Government for a further allotment of funds up to the expenditure ceiling of Rs. 1.60 crores for the entire Third Plan period.

9. In the G.Os. Ms. No. 664, Rural Development and Local Administration, dated 16th August 1960 and Ms. No. 211, Rural Development and Local Administration, dated 25th January 1961, it has been ordered that while Panchayat Unions in the State have to provide for formation of new village roads under the Village Works Grant, the provision of construction of bridges and for up-grading and improvement of Panchayat Union roads with be made separately in the State Highways Budget. The Panchayat Unions, therefore, should formulate their own programmes of works and execute them on the basis of the instructions laid down in the G.O. Ms. No. 2103, Rural Development and Local Administration, 25th July 1961 The Government would suggest that in taking up new village road works, the Panchayat Unions should keep in view the need to improve village communications in the entire area of the State. New formation of village roads will have to adhere to general all-India standards for such roads, subject to the condition that the requisite percentage of public contribution, as prescribed in the G.O. Ms. No. 664, Rural Development and Local Administration, dated 16th August 1960. First read above, is forthcoming in respect of such formation of village roads.

10. The Chief Engineer (Highways and Rural Works) has suggested that in order to have sufficient spill-over of works at the end of the Third Plan period, new works may be selected for execution during the Third Plan period from the State Highways Budget on the District Board side along with the works already included in the Second Plan but which were not sanctioned or taken up for execution. The Chief Engineer (Highways and Rural Works) has also reported that a list of unsanctioned works of the Second Plan and new works for the Third Plan period has already been prepared for the State as a whole and that the value of works that can be accommodated in the Third Plan for each development district has been fixed by him with reference to the Second All-India Road Development Plan.

11. The Government direct that a list of unsanctioned works of the Second Plan and new works proposed to be executed during the Third Plan period as well as the ceiling amount fixed for each development district for Third Plan be communicated to the concerned District Development Councils for consideration. The

District Development Councils may suggest alterations or modifications in the list subject to the condition that the ceiling amount fixed for each development district is not exceeded. The list of works as revised in the light of suggestions made by the District Development Councils will be approved by Government in the Rural Development and Local Administration Department for execution.

12. The Government also direct that the same procedure as explained in the previous paragraph be followed in respect of works to be taken up for execution *annually* during the Third Plan period. The Chief Engineer (Highways and Rural Works) will decide the value of new works to be taken up in each Development District every year and communicate it to the concerned District Development Council and the selection of the works from the list of works approved by it for the Third Plan period as a whole will be decided by the concerned District Development Council. The list of works so drawn up will be approved by Government in the Rural Development and Local Administtration Department.

(G.O. Ms. No. 3128, Rural Development and Local Administration, dated 29th December 1961.)

VILLAGE WORKS GRANT—CONSTRUCTION OF BUILDINGS FOR HIGH SCHOOLS—UTILISATION OF PROVISION—INSTRUCTIONS—ISSUED.

In the letter No. 30965/61 K-1, dated 19th June 1961, the following points have been raised for clarification :—

(i) whether the construction of school buildings for secondary schools can be taken up under the Village Works Grant;

(ii) if not, whether any separate provision will be made by Government for the execution of such works; and

(iii) what procedure should be adopted in respect of such works sanctioned after 1st April 1961 and prior to the receipt of the draft order relating to the implementation of the Local Development Works Programme during 1961-62.

2. With reference to the first two points the Collectors of all districts and all other officers concerned with the implementation of the Village Works Programme are informed that assistance for the construction of buildings for secondary school will not be available under the Village Works Grant—*vide* the orders issued in paragraph 2(iv) of G.O. Ms. No. 2103, Rural Development and Local Administration, dated 25th July 1961. As the provisions under the various development programmes, viz., Local Development Works, Community Development, Rural Water-supply Comprehensive Scheme, etc., have been pooled together and constituted into the Village Works Grant, works hereafter cannot be sanctioned and executed on schemes detailed above as was done hitherto.

3. As regards the third point, the Collectors and other officers are informed that in the case of secondary school building works which have been sanctioned after 1st April 1961 and prior to the date of G.O. Ms. No. 2103, Rural Development and Local Administration, dated 25th July 1961 such of those works as have had agreements executed, contracts settled and actual work commenced before 25th July 1961 may also be treated as committed works, completed and paid for according to the procedure laid down in paragraphs 6(ii) and 7(iv) of G.O. Ms. No. 2103, Rural Development and Local Administration, dated 25th July 1961.

(Memo. No. 117392 P-4/61-10, Rural Development and Local Administration, dated 30th December 1961.)

WORKS—VILLAGE WORKS PROGRAMME—REIMURSEMENT OF EXPENDITURE INCURRED BY PANCHAYAT UNION—FURTHER INSTRUCTIONS--ISSUED.

According to the instructions issued in Memo. No. 154036/Acct. A/61-1, dated 5th September 1961 Revenue Divisional Officers will sanction reimbursement of the expenditure incurred by the Panchayat Unions towards works executed under the Village Works Programme on receipt of the monthly statement showing work-wise details of expenditure. The Collector of Ramanathapuram has pointed out in his letter cited that if the system of monthly reimbursements as prescribed is followed, the Panchayat Unions may not have adequate funds to meet the demands for the whole month as the advances sanctioned against local cess surcharge and local cess surcharge matching grant, which are not much, are the only resources available with the Panchayat Unions for making initial payments. He has also pointed out that due to various reasons it is not possible to incur expenditure evenly and that the rush of expenditure in certain months is unavoidable. He is, therefore, of the view that this difficulty can be met with if the grant-in-aid to the Panchayat Unions is sanctioned as often as necessary on the production of bills already paid initially from the Panchayat Union funds, so that the amount recouped will be available for making further payments.

2. The Government accept the view expressed by the Collector of Ramanathpuram in the matter and permit the Revenue Divisional Officers to sanction grants-in-aid to the Panchayat Unions as often as necessary, towards the expnediture incurred by the Panchayat Unions on the works undertaken under the Village Works Programme.

(Memo. No. 232000 P-4/61-1, Rural Development and Local Administration, dated 3rd January 1962.

VILLAGE WORKS PROGRAMME—SANCTION OF WORKS BY THE PANCHAYAT UNION COMMISSIONERS—SENDING COPIES OF PROCEEDINGS TO GOVERNMENT—DISCONTINUANCE.

The entrustment of the execution of Community Development Works to Panchayat Unions has been made to all Panchayat Unions with effect form 1st January 1962 and after the date of entrustment the Panchayat Union Councils are competent to sanction works under the Village Works Programme. The Panchayat Union Commisioners are informed that they need not send copies of Proceedings sanctioning such works to Government in future. They are, however, requested to send copies of them to the Revenue Divisional Officer concerned, who should scrutiny and ensure that contributions and other details noted in the Proceedings are in order.

(Memo No. 44765/R.D. Accounts E/62-1, Rural Development and Local Administration, dated 13th March 1962.)

CONTRACTS—PANCHAYAT UNION WORKS—EARNEST MONEY DEPOSIT AND SECURITY DEPOSIT TO BE COLLECTED FROM CONTRACTORS—FURTHER INSTRUCTIONS—ISSUED.

In the G.O. Ms. No. 1879, Health, dated 24th June 1957 it has been ordered that 5 per cent of the cost of each work should be collected in advance from the contractors in respect of Rural Water Supply well works as security. The Collector of Coimbatore has, in this connection, recommended to the Chief Engineer (Highways and Rural Works) that the collection of 5 per cent advance deposit may be waived in cases where development works are entrusted to the Panchayat for execution and that it would be sufficient if a 5 per cent deduction alone is made from the intermediate bills as a measure of security. The Chief Engineer (Highways and Rural Works) after having obtained the views of some of the Collectors of the districts has suggested that it is essential to adopt a uniform procedure a the works undertaken by the Panchayats and Panchayat Unions are "Rural Works" in general and that these works are normally executed by the following three agencies, viz :—

(i) Panchayats:

(ii) Sponsors selected by the Panchayats; and

(iii) Contractors on the tender system.

He has accordingly recommended that the following procedure may be followed in regard to the collection of earnest money or security deposits :—

(i) the collection of security deposit may be waived in the case of works entrusted to the panchayats as a whole, but $2\frac{1}{2}$ per cent of the value of each part bill may be withheld;

(ii) in the case of works entrusted to the nominees of the Panchayats a security deposit of $2\frac{1}{2}$ per cent of the estimated value of the work may be collected besides withholding $2\frac{1}{2}$ per cent of the value of each part bill; and

(iii) in respect of works let on contract after calling for tenders, the usual procedure applicable to Panchayat and Panchayat Union Works may be followed.

2. The Government have examined the proposal in consultation with the Examiner of Local Fund Accounts and direct as follows :—

(i) No security deposit need to insisted upon in the case of works entrusted to the panchayats aas-a whole but a sum equivaent to $2\frac{1}{2}$ per cent of the value of each part bill should be withheld.

(ii) In respect of works entrusted to the nominees of the Panchayats or to Registered Labour Contract Co-operative Societies, a security deposit of $2\frac{1}{2}$ per cent of the estimated value of the work should be collected from the executing agency in addition to $2\frac{1}{2}$ per cent of the value of each part bill which should also be withheld; and

(iii) In other cases, the usual procedure applicable to Panchayat Union and Panchayat works should be followed. The amounts withheld from the part bills should be paid to the executing agency after satisfactory completion of the work along with the final payment or later according as the competent authority deems fit.

(G.O. Ms. No. 1054, Rural Development and Local Administration, dated 1st May 1962.)

VILLAGE INDUSTRIES—DEVELOPMENT OF VILLAGE INDUSTRIES UNDER COMMUNITY DEVELOPMENT PROGRAMME—IMPLEMENTATION OF SCHEMES UNDER 'RURAL ARTS, CRAFTS AND INDUSTRIES' BY THE MADRAS STATE KHADI AND VILLAGE INDUSTRIES BOARD—ADVANCE—SANCTIONED.

READ :—G.O. Ms. No. 1864, RD & LA, dated 5th July 1961.

In the Government Order read above, an interest free, ways and means advance of Rs. 10·78 lakhs was sanctioned subject to adjustment against the grants-in-aid to be sanctioned for the Madras State Khadi and Village Industries Board for the Implementation of the schemes under 'Rural Arts, Crafts and Industries' during 1961–62. The advance already sanctioned, has not yet been adjusted to the grants-in-aid due to the Board, due to non-receipt of quarterly expenditure statement from the Board, as ordered in paragraph 4 of the Government Order read above.

2. The Secretary, Madras State Khadi and Village Industries Board has now asked for a second advance on the assurance that they will be utilising the entire provision of Rs. 22 lakhs made

in the Budget for 1961–62 under 'Rural Arts, Crafts and Industries' within the year. In the circumstances explained by the Madras State Khadi and Village Industries Board the Government have decided to sanction second, interest free, ways and means advance of Rs. 10 lakhs (Rupees ten lakhs only) to be adjusted against the grants-in-aid due to the Board for the implementation of schemes under 'Rural Arts, Crafts and Industries'.

3. The expenditure has to be initially debited to new sub-head 'Advance to the Village Industries Fund' under 'Loans and advances by the State Government—(f) Miscellaneous' and to be adjusted subsequently against the grants-in-aid to be sanctioned for the Madras State Khadi and Village Industries Board for the implementation of the schemes under 'Rural Arts, Crafts and Industries'.

4. The Madras State Khadi and Village Industries Board should submit the consolidated statement of expenditure as ordered in G.O. Ms. No. 964, Rural Development and Local Administration, dated 1st April 1961.

5. The Accountant-General, Madras, is requested to make necessary book adjustment in the accounts on hand by affording the credit to the Board's account under Village Industries Fund.

(G.O. Ms. No. 737, Rural Development and Local Administration, dated 26th March 1962.)

KHADI—PROGRAMME FOR DEVELOPMENT OF KHADI —ENTRUSTMENT TO PANCHAYAT UNIONS—ORDERS—ISSUED.

The Government have had under examination the question of formulating a programme for the further development of Khadi in the rural areas of the State through the agency of the Panchayat administration. In G.O. Ms. No. 964, Rural Development and Local Administration, dated 1st April 1961, the Government have placed the implementation of all programme of Rural Arts, Crafts and Industries under the Community Development Programme under the State Khadi and Village Industries Board. In consultation with the State Khadi and Village Industries Board, the Government have finalised a programme for development of Khadi and for the entrustment of the same to the Panchayats and Panchayat Unions. The details of the scheme are given in the latter parts of this order and may be implemented with immediate effect in all Panchayat Unions of the State except in the districts of * Coimbatore and Nilgiris.

* Development of Khadi is considerably advanced in the district of Coimbatore already and the scope for further expansions is limited. With regard to the Nilgiris district, the Government feel that the scope for Khadi Development here is limited in view of the special conditions prevailing there.

DETAILS OF THE PROGRAMME.

2. Under the programme, each Panchayat Union will select the panchayats within its jurisdiction which are capable of implementing the scheme. Twenty Kisan charkhas will be distributed to selected spinners in each of the selected panchayats every year. The charkhas will be distributed at half cost, namely, Rs. 3·50 nP. per charkha. The remaining portion of the cost of the charkha will be borne by the State Khadi and Village Industries Board as a subsidy. The means that the beneficiary will have to bear Rs. 3-50 nP. per charkha. This may be treated as an advance to the beneficiary and recovered subsequently in the shape of yarn or cash. Government have no objection either to the Panchayat Union or Panchayat bearing the cost in part or in full. In addition, the State Khadi and Village Industries Board will supply to each Panchayat Union, free of cost a quantity of cotton to the value of one rupee per charkha distributed. The Khadi and Village Industries Board will also make available to the Panchayat Unions working capital at the rate of Rs. 350 per Panchayat. Over and above this the State Khadi and Village Industries Board will give each Panchayat Union full grant to meet the salary for a Grade II Assistant on Rs. 90–140 to be employed for running the sub-centre for a period of one year in the first instance.

3. The State Khadi and Village Industries Board has already covered a number of blocks with the extensive Khadi scheme. If any Panchayat Development Block in which the new Khadi development scheme is taken up, the extensive Khadi scheme will be withdrawn.

4. The Block will function as a sub-centre and stock the charkaas, cotton slivers, etc., required for this purpose. Necessary accommodation for locating the sub-centre will have to be provided by the Panchayat Union at its own cost. The charkhas should be obtained by the Panchayat Unions from authorised dealers to be certified by the Department of Khadi. The Department of Khadi will also supply cotton and slivers to the Panchayat Unions. The Panchayat Unions will calculate the requirements of charkhas, cotton, slivers, etc., periodically and stock them in advance.

5. The programme will be implemented at the Block by the Extension Officer in charge of Industries, who will be assisted in this regard by the Mukhya Sevika, the Grama Sevaks and the Grama Sevikas and the two Social Welfare Workers. In addition, the Panchayat Union may employ a Grade II Assistant to be in charge of the sub-centre. To begin with, it is doubtful whether the Panchayat Unions will be able to employ on their own as Grade II Assistant, a person who is suitably conversant with the technique of Khadi production. The Department of Khadi will, therefore, be willing to lend the services of trained persons to the

Panchayat Union. The services of the Extension Officer for Industries will, as already ordered by the Government, be available to the Panchayat Union, free of cost. The Extension Officers (Khadi) and the spinning Organisers wherever they are at present employed in the Blocks will be withdrawn and will be provided with alternative employment.

6. The sub-centre will purchase the yarn produced by the spinners. It is open to the Panchayat Union to authorise the Grama Sevikas, the Social Welfare Workers and the Grama Sevaks also to undertake this work. The Government would, however, like to emphasise that in purchasing the yarn the Panchayat Union should make sure that quality is always insisted upon in order to avoid possible rejections later. In order to enable the Panchayat Unions to make adequate arrangements to test the yarn before they are purchased at the sub-centre, the department of Khadi will organise a short course of training for the Block staff in the testing and purchase of yarn. Detailed orders in this regard will issue separately from the State Khadi and Village Industries Board.

7. The figures given below represent the assistance available per year for every panchayat in which the Panchayat Union decides to implement the programme.

Grant—

(1) Subsidy on the cost of 20 chakhas at Rs. 3-50.—Rs. 70-00.

(2) Free supply of cotton for training new spinners to the value of Re. 1 per spinner—Rs. 20.00.

(3) Full grant for the employment of a Grade II Assistant for the Panchayat Union—Rs. 1,550-00.

Loan—

Working capital loan for the stocking of cotton and slivers and for the purchase of yarn and purchase of khadi—Rs. 350 00

8. The Panchayat Union will have to formally agree to implement the schemes by passing a resolution. The Panchayat Union, will, thereafter, have to address the State Khadi and Village Industries Board through the District Khadi Officer for the provision of funds. The State Khadi and Village Industries Board will release the funds direct to the Panchayat Union as a grant-in-aid. The working capital loan referred to above will be treated as a loan to the Panchayat Union, the terms and conditions for the repayment of which will be decided by the Khadi and Village Industries Board and communicated to the Panchayat Union.

9. The Khadi Centre of the Panchayat Union will be attached to a Centre Khadi Officer. The Block Khadi Centre will receive the requisite quantities of cotton and slivers from this centre and

will in turn deliver the yarn to the centre to which it is attached. Orders regarding the attachment of various Union Khadi Centres to these Centres will be issued separately by the Director of Khadi.

10. The Government would wish to emphasise at this stage that the responsibility of the Panchayat Union is not merely in the promotion of the production of Khadi but also in ensuring that as large a proportion as possible of Khadi produced in the Block is consumed within the Block itself. The Panchayat Union should in this connection introduce the Spinners' Deposit System by which a certain portion of the yarn, namely, 1/3 will be treated as a deposit for supply of Khadi to the spinners on demand.

11. Inspite of all precautions, it is likely that a certain amount of sub-standard yarn will be produced. The Department of Khadi is examining whether it could purchase such sub-standard yarn at a lower price instead of totally rejecting it. Orders regarding this matter will issue separately from the State Khadi and Village Industries Board.

12. The administrative control over the staff and the administrative responsibility for the implementation of the scheme will rest with the Panchayat Union Commissioner. The technical supervision of the programme will, however, be carried out by the District Khadi Officer at the district level. The Extension Officer in charge of the programme should strictly ensure that the instructions contained in this order and such instructions as are given from time to time by the staff of the Department of Khadi are followed.

13. The Panchayat Union Council should maintain a separate account for the grant and loan received from the State Khadi and Village Industries Board. Further details with regard to the accounting procedure will be issued by the Government in consultation with the Director of Khadi.

(G.O. Ms. No. 3387, Rural Development and Local Administration, dated 26th December 1961.)

WOMEN'S WELFARE—REORGANISATION AND INTEGRATION OF AGENCIES—RECONSTITUTION OF THE STATE SOCIAL WELFARE BOARD—ORDERED —INTEGRATION OF THE JOURNALS " SOWBHAGYAM " AND " RAJYALAKSHMI "—PUBLICATION OF A SINGLE JOURNAL " BAGYALAKSHMI ".

READ :—

1. G.O. Ms. No. 2322, Agriculture, dated 9th July 1954
2. G.O. Ms. No. 1433, Rural Development and Local Administration, dated 20th May 1961

According to the orders issued in the Government Order first read above, the Women's Welfare Department has been publishing a Monthly Journal entitled " Sowbhagyam " in Tamil with a few

pages in English. The Journal deals with various aspects of Women's Welfare activities and other subjects of particular interest to women. The State Social Welfare Advisory Board has been publishing a journal entitled " Rajyalakshmi ". Consequent on the reorganisation and integration of various agencies carrying out women's and children's activities in this State ordered in the G.O. second read above, the office of the State Social Welfare Advisory Board, Madras and the office of the Women's Welfare Department have been integrated into a single office.

2. The Director, Women's Welfare, has stated that, consequent on the integration of the State Social Welfare Advisory Board with the Women's Welfare Department in the State, the departmental journal " Sowbhagyam " and the journal of the Board " Rajalakshmi " be also integrated, renames as " Bagyalakshmi " and issue as a single journal with effect from August 1961. She has also reported that arrangements are being made to issue the journal with the new caption with effect from August 1961 and requested the Government to accord approval of the change of the journal's title.

3. The Government, after due consideration, pass the following orders :—

(i) Consequent on the integration of the office of the State Social Welfare Advisory Board, Madras, with the office of the Director of Women's Welfare, the journals of the two organisations " Rajyalakshmi " and " Sowbhagyam " be merged together under the title " Bagyalakshmi " and published by the reorganised Women's Welfare Department ;

(ii) The journal should contain 48 (forty-eight) pages; and

(iii) It should be printed in the Government Press, Madras.

(G.O. Ms. No. 2476, Rural Development and Local Administration, dated 12th September 1961.)

WOMEN'S WELFARE—IMPLEMENTATION OF PROGRAMME FOR WOMEN AND CHILDREN IN RURAL AREAS—MODEL PROGRAMME FOR PANCHAYAT UNIONS—ORDERS—ISSUED.

The promotion of activities connected with the Welfare of women and children in rural areas is an important aspect of the rural development programme in this State. Under the Madras Panchayats Act, 1958, Panchayats and Panchayat Unions have been constituted in all the rural areas of the State and these bodies have been charged with the responsibility of performing various functions relating to development of rural areas.

2. Under section 65 (*c*) of the Madras Panchayats Act, 1958, the responsibility for the promotion of maternity and child welfare services is vested in the Panchayat Unions. Section 66 of the

same Act also requires that the State Government should entrust to the Panchayat Unions the implementation of the National Extension Service Scheme of Community Development.

3. The most important aspect of the programme of work among women and children and the lack of which is most widely and keenly felt is the one relating to the provision of maternity services. This includes in brief ante-natal care, facilities for attention by a qualified person at the time of confinement and the post-natal care of mother and child.

4. The old District Boards were running a few Maternity Centres and these have now been passed on to the Panchayat Unions as the successor bodies. In respect of these centres, the District Boards used to receive from Government as assistance of 25 per cent of the recurring expenditure. But the number of such centres for the whole State does not exceed 300 and therefore works out to an average of less than one per Panchayat Union.

5. Under the Second Five-Year Plan, a number of Maternity Centres had been opened. The number of such centres is approximately 1,200 for the whole State. Orders of Government have already issued transferring these centres to the control of the Panchayat Unions. The entire expenditure in respect of these centres was hitherto being met by the State Government.

6. Government are separately examining the question of the Medical and Health set up in the Panchayat Unions. This question is linked with the set-up of Primary Health Centres of which the objective is to set-up one in every block. At present there are Primary Health Centres in only about 120 blocks. Each of these Primary Health Centres have three sub-centres attached to them, each manned by a Maternity Assistant. The entire recurring expenditure in respect of these centres is being met by Government. In addition to the three Maternity Assistants referred to above, the Primary Health Centre staffing pattern provides for a Health Visitor to supervise the work of these Maternity Assistants.

7. One of the objectives of the Panchayat reform is to control the growth of population and a duty has been cast on Panchayats and Panchayat Unions for effective propagation of the practice of family limitation. Such work has to be carried out both among the men and women. The work among men will be carried out by the Health staff of the Panchayat Unions, orders regarding the pattern of which are being finalised and issued separately. But the programme, in so far as it relates to propaganda and advice to the mothers, can be most effectively carried out through the Maternity Centres. Government therefore desire that the Panchayat Unions should utilise the Maternity Centres for the widest possible propagation of the programme of family limitation.

8. The present number of Maternity Assistants which works to an average of about 5 per block and therefore of one for a population of 16,000 is acceptedly insufficient. It has been

considered that a viable population ratio for such maternity assistance would be one for every 5,000 population. This, however, is an objective which cannot be immediately achieved for a number of reasons. Government, therefore, feel that the immediate objective may be kept as the establishment of one maternity centre for every 10,000 population in a block, subject to a maximum number of ten such centres in every block. In achieving this target, the Maternity Centres transferred from the District Board, transferred from the Department of Public Health and the three sub-centres of the Primary Health Centre should be taken into account and the requisite number of Maternity Centres opened in each block to make up the deficiency.

9. In order to enable the Panchayat Unions to meet the increased expenditure on the opening of a large number of Maternity Centres, Government also direct that two thirds of the total expenditure on *all* the Maternity Centres run by a Panchayat Union (up to the limit specified in paragraph 8 above) be met by an annual grant from Government to each Panchayat Union.

10. In the Schematic Budget of the Community Development Programme, a provision under 'Social Education' was available for being utilised for the promotion of activities connected with the women and children's welfare including the running of Madhar Sangams and Balwadies. In addition, the State Social Welfare Board had been running Welfare Extension Projects with the participation of non-official voluntary women workers for the execution of social welfare programmes and for extending welfare services to the rural areas. The expenditure on the running of these Projects was being borne jointly by the State Government, the State Social Welfare Board and the Central Social Welfare Board.

11. The Panchayat Development Schematic Budget as laid in G.O. Ms. No. 664, Rural Development and Local Administration Department, dated the 16th August 1960, provides a sum of rupees one crore as "Women and Children's Welfare Grant" for five years for the State as a whole. This amount is to be divided among all the Panchayat Unions at the rate of 33-1/3 naya Paise per capita during the five-year period for implementing the Women and Children's Welfare Programme. This amount is exclusive of (i) the cost of the Extension staff, (ii) any amounts that may be made available on account of subsidiary employment programmes for women as well as for Family Planning.

12. The State Social Welfare Board has now submitted a programme for the utilisation of the Women and Children's Grant in the Panchayat Development Schemetic Budget in all the Panchayat Unions in the State. The Government have scrutinised the programme and approve of it. They accordingly direct that

the programme as contained in the Annexure appended to this order should also be implemented in all the Panchayat Unions of the State during the Third Five-Year Plan period. The Director of Women's Welfare is requested to issue detailed instructions regarding the scope and made of implementation of the schemes contained in the model programme.

13. The programme for women and Children's welfare indicated in the Annexure is only a model programme and the amounts specified against the various schemes contained therein are model allotments. The conditions for the implementation of the programme are bound to vary from Block to Block and it would be necessary for each Panchayat Union to take into account the local circumstances in formulating its detailed programme. Based on the model programme as shown in the Annexure, each Panchayat Union should frame for itself a minimum programme for women and children's welfare, taking into account the local requirements. It is open to the Panchayat Union to alter the allocations contained in the model programme in respect of individual items, provided the following conditions are fulfilled :—

(1) The total amount of Government Grant for the five year period should not exceed the provision in the Panchayat Development Schematic Budget which works out to $33\frac{1}{3}$ naya Paise per capita for five years.

(2) The total amount of contribution made by the Local Madhar Sangams should not fall short of 50 per cent of the total expenditure incurred on them.

(3) All specified Grants that may be made by the Panchayat Union should be placed first before the Women's Welfare Committee of the Panchayat Union before they are approved by the Panchayat Union Council.

14. The Government consider that the starting of the Madhar Sangams in rural areas is an important aspect of the model programme, because the Madhar Sangams will constitute the nuclei of welfare activities relating to women and children and direct that not less than 30 Madhar Sangams be started in every Panchayat Unions during the Third Plan period.

15. Subject to the condition mentioned above, the Panchayat Unions are competent to administratively sanction various items of expenditure mentioned in the Annexure and fix targets for the same. While formulating the schemes the Panchayat Unions will have to budget only for an annual grant limited to one-fifth of the total grant available for five years. It is, however, open to them to spend a higher amount if their own resources permit it.

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16. The expenditure on the implementation of the programme should be initially met by the Panchayat Unions from out of their General Funds. The expenditure should later be got reimbursed by furnishing the monthly extract of expenditure incurred on the scheme to the concerned Revenue Divisional Officers. The Revenue Divisional Officers should sanction the Grant by debiting the expenditure to "47-A. Community Development Project, National Extension Service—B. Development Schemes—Schemes in the Third Five-Year Plan—Community Development Projects —VI Social Education—Grants-in-aid." In the seventh of March every year, reimbursement should be claimed on the basis of expenditure incurred up to the 20th of the month; the balances of reimbursement should be claimed in the month of April. During audit the eligibility for grant claimed and reimbursement should be verified.

(G.O. Ms. No. 150, Rural Development and Local Administration, dated 17th January 1962.)

ANNEXURE.

MODEL PROGRAMME FOR WOMEN AND CHILDREN'S WELFARE.

Serial numbr and items.	*Per centre or per item of activity for one year*		*Total number of centres or items of activities.*	*Number of years.*	*Total*	
	Recurring.	*Non-recurring.*			*Recurring.*	*Non-recurring.*
1 First Aid and general equipment	..	50	30	..	..	1,500
2 Contingencies for general purposes	60	..	30	5	9,000	..
3 Honorarium for the convenor at Rs. 15 for each quarter ..	60	..	30	5	9,000	..
4 Craft equipment ..	..	200	30	..	..	6,000
5 Training camps ..	200	..	For 4 camps for the first 2 years (2+2)	2	400	..
6 Baby shows	20	..	5	5	500	..
7 Educational tours (40 persons)	100	..	..	5	500	..
8 Social Education ..	..	10	30	..	300	..
9 Demonstration equipment for Gramasevikas ..	..	100	..	..	..	100
					19,700	7,600

Total recurring and non-recurring expenditure for 5 year period. } Rs. 27,300 (Rupees twenty-seven thousand and three hundred only).

CHIDREN'S WELFARE—CARE OF PRE-SCHOOL CHILDREN—STARTING OF PILOT CENTRES—ORDERS—ISSUED.

It is the directive principle of State policy embodied in the Constitution that the State should endeavour to provide free and compulsory education for all children until they complete the age of fourteen years. In accordance with this principle the State Government have formulated a programme of compulsory primary education for all children of the age group, six to eleven years, laid down organisational frame-work and made adequate financial provision, so as to ensure the successful implementation of this programme by the end of the Third Five-Year Plan period. Under the Madras Panchayats Act, 1958, the statutory responsibiliy of formulating and implementing Five Year Programme of development of elementary education is entrusted to the Panchayat Unions that have been or are being constituted in the entire area of the State except the area covered by Municipalities, Cantonment and Townships.

2. The object of providing compulsory primary education to all children is to ensure that they will receive the basic, minimum education which is necessary to equip them for the diverse and varying occupations of later years and which will enable them to grow into active and useful citizens. It is at the same time, recognised that the need for imparting pre-primary training to children in the formation of correct habits of mind and body, which will constitute the base for formal education at the primary level, is as fundamental as the provision of primary education itself. The State Government have been examining how best to provide to pre-primary training to all children of the State. They consider that the scheme drawn up for this purpose should integrate the care of the pre-school children with the provision of Maternity and Child Welfare and Family Planning services at the village level. In order to provide these facilities at the village level in a satisfactory manner, the services of proper, trained women village workers are required and these women workers should be in charge of women and children welfare activities as a whole in the village. The proper selection, sound training and full time employment of these women workers will therefore form an important part of the scheme. The Government recognise that such a scheme should be implemented through the set up of Panchayat Unions and Panchayats and should form integral part of educational and welfare services provided by them. Under section 65 (*c*) of the Madras Panchayats Act, 1958 a duty is cast on the Panchayat Unions to make reasonable provision, within limits of their own funds, in respect of the requirements relating to " the establishment and maintenance of Maternity and Child Welfare Centres including maintenance of Thayis Services and offering advice and assistance to mothers in family planning ".

3. Taking into consideration the above factors the Government have formulated a detailed scheme for the care of pre-school children, which is contained in the Annexure to this Order. Government direct that the scheme be implemented as a pilot project in 500 (five hundred) pre-school centres to be started in 500 (five hundred) panchayats selected from all development districts of the State with effect from 1962–63. The Government also direct that the selection of five hundred panchayats for implementing the scheme be done in consultation with the District Development Councils in such a manner that :

(*a*) there is at least one development Block in every development district where the scheme will be implemented, and

(*b*) all the panchayats in the Block are covered by the scheme.

4. It will be seen from the detailed instructions given in the Annexure that the salient feature of the scheme is the imparting of necessary initial training to adequate number of Mukhyasevikas who will, in turn give training to the Thayis and other women workers responsible for the running of the pre-school centres. The Government direct the Director of Women's Welfare to select not more than thirty suitable Mukhyasevikas and to arrange to impart necessary training to them for a period of not less than six months with the help and co-operation of recognised voluntary institutions in the Madras City or in the Districts. During the period of training the Mukhyasevikas will be treated as on duty and they will be eligible to draw their usual salary and allowances. They will be eligible to draw Travelling Allowance and Daily Allowance admissible to them under the rules for journeys performed by them from their places of working to the place or places where training will be imparted to them, and back. They will also be eligible for training allowance of Rs. 75 (Rupees seventy-five only) per mensem during their training period. They will not be eligible to draw daily allowance during the training period.

5. In every Block where the scheme is to be implemented the Government direct that the Women's Welfare Committee of the concerned Panchayat Union, assisted by the District Women's Welfare Officer be responsible for the selection of the required number of trained Thayis or other suitable persons who will run the pre-school centres, in accordance with the instructions contained in the Annexure. The persons so selected will be given training for a period of three months at the Block headquarters by the Mukhyasevika, specially trained for this purpose. The Panchayat Union Commissioners and the concerned District Women's Welfare Officers will be jointly responsible for the successful conduct of the training camps. The Government direct the Director of Women's Welfare to issue detailed instructions regarding the programme and syllabus to be followed in the training camps.

6. The time schedule for the various stages in the implementation of the scheme is given in paragraph 8 of the Annexure. The Government direct that the time schedule should be adhered to strictly, so as to ensure that the five hundred pre-school centres start functioning by the 14th November 1962.

7. Sanction is accorded for the incurring of expenditure on the following :—

(i) Expenditure on the training allowance of Rs. 75 (rupees seventy-five only) per mensem per Mukhyasevika deputed to undergo training for a period of six months.

(ii) Expenditure on the provision of free boarding for five hundred persons selected to run pre-school centres during the period of their training at the Block headquarters at a rate not exceeding Rs. 25 (rupees tw -five only) per mensem per person for a period of three months.

(iii) Expenditure on the provision of accommodation at the Block headquarters in twenty-one Blocks where the training will be conducted, at the rate not exceeding Rs. 1,000 (rupees one thousand only) per block.

(iv) Expenditure on stipends to the five hundred trainees at the rate of Rs. 15 (rupees fifteen only) per mensem per trainee for a period of three months.

(v) Expenditure on the purchase of equipment for each pre-school centre at an amount not exceeding Rs. 300 (Rupees three hundred only) per centre. This will be a non-recurring expenditure.

(vi) Expenditure on an organisational grant to the Women's Welfare Committee of each of the panchayats where the pre-school centre will be run, at the rate of Rs. 5 (Rupees five only) per mensem.

(vii) Expenditure on honorarium to each pre-school teacher at the rate of Rs. 20 (rupees twenty only) per teacher per mensem.

(viii) Contingent expenditure of Rs. 7 (Rupees seven only) per mensem per pre-school centre.

The expenditure will be debited to "47-Miscellaneous Departments—J. Miscellaneous—a. Department of Women's Welfare II —Development Schemes—Schemes included in the Third Five-Year Plan.

(G.O. Ms. No. 180, Rural Development and Local Administration, dated 20th January 1962.)

ANNEXURE.

Detailed instructions for the implementation of the scheme of care of pre-school children.

INTRODUCTORY.

1. 1. The pre-school child is defined as the child between 2 and 5 years of age. On this basis the total number of pre-school children in the State is estimated to be 8 to 9 per cent of the total population

of 336 lakhs (1961 census) or 27 lakhs. This works out to an average of 100 pre-school children in the area covered by an elementary school, 150 pre-school children in the area covered by revenue village and nearly 200 pre-school children in the area covered by a village panchayat.

1.2. Under the scheme, one pre-school centre should be located in a village panchayat area to cater to about 50 children. In all 500 pre-school centres will be established in all the development districts of the State during 1962–63. There should be at least one block in each development district where the scheme will be implemented. In every block which is selected, pre-school centres should be started in all panchayats at the rate of one centre per panchayat. The Government will consult the District Development council of all rural districts before finalising the selection of Blocks and panchayats where the pre-school centres will be started. This matter must be taken up immediately and selection of 500 panchayats should be completed before the end of February 1962.

PROGRAMME TO BE FOLLOWED.

2.1. The programme to be followed in the pre-school centres will be an adaptation and simplification of the programme of care in Balwadis which consists essentially of simple in-door and out-door activities (both directed and spontaneous), inculcation of hygienic habits, simple gardening, physical co-ordination of limbs and correct posture, hand work (paper work, mat weaving, clay modelling, etc.), artistic activities (dancing, singing in chorus, dramatics, drawing and painting), sight-seeing, articulation (correct enunciation, fables, dialogues), learning alphabets counting and elementary rules of social etiquette and behaviour. The Director of Women's Welfare in consultation with the State Social Welfare. Board should work out detailed programme to be followed in the pre-school centres and communicate it to Panchayat Unions and Panchayats where the scheme is to be implemented for being transmitted to the pre-school teachers.

2.2. In addition to these activities, the person in charge of the pre-school centres will be responsible for the preparation and distribution of wheat and other commodities obtained as aid for the programme. Certain experiments on a pilot scale are being conducted in the form in which wheat preparations can be distributed to pre-school children. It should also be possible to strengthen the wheat preparations with Multi-purpose Food now being manufactured at Coimbatore in a plant with a capacity of 5 tons per day and for which there is a proposal to have 10-tons plant with UNICEF assistance. The Director of Women's Welfare should work out a practicable and nutritively sound scheme in this regard and submit it to the Government based on the results of the pilot experiments. The scheme as approved will be communicated to all pre-school centres for implementation.

DIRECTIVE AND SUPERVISION.

3.1. At Government level, the programme will be administered by the Rural Development and Local Administration Department. It be executed through the Madras State Social Welfare Board and Director of Women's Welfare.

3.2. At the block level, an *ad hoc* Committee has been constituted for each Panchayat Union under the order relating to the re-organisation and integration of Women's Welfare Programme. This Committee, which is known as the Women's Welfare Committee, consists—

(i) The Chairman of the Panchayat Union Council (as a Member);

(ii) the women members of the Panchayat Union;

(iii) five members from among the women members of the Panchayats in the Block;

(iv) two local voluntary workers co-opted by the Committee as per the recommendations of the State Board; and

(v) Commissioner of the Panchayat Union.

The Women's Welfare Committee so formed will be in charge of the supervision and implementation of the programme at the Block level.

3.3. It has also been ordered that Women's Welfare Committee should be formed for each panchayat with the women member of the Panchayat as the Chairman. This Committee will supervise the implementation of the programme at the village level. An organisational grant of Rs. 5 per mensem will be made available to the Village Committee to be given as an honorarium to a suitable person in the panchayat who will act as Secretary to the Committee, maintain accounts, etc.

PERSON TO BE IN ACTUAL CHARGE OF THE PROGRAMME IN THE VILLAGE AND HER DUTIES.

4.1. At the panchayat level, the programme will be in charge of a selected, trained thayi or other suitable person. Madras State would be having about 8,000 trained thayis at the end of the Third Five-Year Plan. The thayi will be a multi-purpose functionary in charge of Family Planning and Maternity and Child Welfare. She will specifically, be in charge of the following work:—

(i) she will be responsible for collecting the pre-school children from their homes, bringing them to the school, taking care of them during their stay there and returning them to their homes;

(ii) she will be in charge of preparation and distribution of wheat and other preparations to the expectant and nursing mothers, infants in-arms and the pre-school children;

(iii) she will be of assistance to the maternity assistants during her visits to the village by way of gathering the local women, distributing Family Planning literature, etc.

REMUNERATION TO THE THAYI.

5. Trained thayi or other suitable person who is selected for discharging the above functions will be paid a fixed lump-sum honorarium of Rs. 20 per month.

SELECTION AND TRAINING OF THE THAYI IN PRE-SCHOOL CARE.

6.1. The trained thayi will be selected by the Panchayat Union Women's Welfare Committee assisted by the District Women's Welfare Officer. If a suitable trained thayi in the village is not available or is for some reason considered unsuitable, the Committee may select some other suitable person. In such a case, a minimum educational qualification of VII Standard (Integrated) completed will be insisted upon.

6.2. The trained thayi or other suitable person will be given training in the care of the pre-school child for a period of three months. This training will be organized at the Headquarters of every Block where the scheme is to be implemented. The Panchayat Union Commissioner and the District Women's Welfare Officer should be jointly responsible for the successful conduct of the camp. The Mukhyasevika who will be given necessary training will be immediately in charge of the camp, hold classes, arrange talks, etc. The Director of Women's Welfare should formulate a detailed programme and syllabus for the conduct of the camps and communicate it to the officer conducting camps.

6.3. The training camp may be held in the Panchayat Union offices or at the school buildings at the Headquarters which may be available for the purpose or in any suitable public building. If no suitable building is available, a temporary shed may be put up for the accommodation of the trainees as well as for holding classes. Wherever a temporary structure is put up, an expenditure not exceeding Rs. 1,000 (rupees one thousand only) per training camp may be incurred.

6.4. During the period of training, the trainees will be given free food and lodging in addition to a stipend of Rs. 15 (rupees fifteen only) per month. The services of Matron may be engaged temporarily during the period of camp and an expenditure on a salary of Rs. 90 (rupees ninety only) per mensem in all may be incurred for a period of three months in every camp.

6.5. A bond will be taken from each trainee to the effect that she will serve the Panchayat Union as a pre-school teacher for a specified number of years after she completes her training.

TRAINING OF MUKHYASEVIKAS.

7.1. The Director of Women's Welfare should select not more than 30 suitable Mukhyasevikas from the districts with special aptitude for this work and arrange to impart them the necessary training in the case of pre-school children run in the Madras City or in the district with the help and assistance of recognised voluntary institutions. The training should be for a period of six months. The Director of Women's Welfare will be personally in charge of this training.

7.2. During the period of training, the Mukhyasevikas will be eligible to draw their usual salary and allowances. They will be eligible to draw travelling allowance and daily allowance admissible to them under the rules for journeys performed by them from their places of working to the place or places where the training will be conducted and back. In addition, they will be paid a training allowance of Rs. 75 (rupees seventy-five only) per mensem during the period of training.

7.3. On completion of the training, the Director of Women's Welfare should post them in Blocks where the scheme is to be implemented. The trained Mukhyasevikas should immediately arrange to conduct training camps for the persons selected to run village centres. They will be in immediate charge of the Block level training camps. They should closely follow the detailed instructions that will be issued by the Director of Women's Welfare regarding programme, syllabus and conduct of training camps.

SCHEDULE FOR THE IMPLEMENTATION OF THE PROGRAMME.

8. The following schedule of dates is laid down for the implementation of the programme:—

1st February 1962.—Thirty Mukhyasevikas to be deputed for training by the Director of Women's Welfare in voluntary institutions.

1st August 1962.—The Mukhyasevikas complete their training.

10th August 1962.—The Mukhyasevikas start the Block-level training camps.

10th November 1962.—Five hundred thayis or other selected persons complete their training.

14th November 1962.—The 500 pre-school centres will be inaugurated.

CHILDREN'S DAY.

The dates mentioned should be strictly adhered to.

ESTIMATE OF COSTS.

9.1. The first requirement is suitable accommodation. The pre-school primary school must necessarily be located within two to four furlongs of the village habitations as it is, necessarily to be within walking distance of the children. A hall with a fairly spacious verandah having an open space as its appurtenant would be the requirement. In many of the village, it would be possible to find suitable accommodation either in the elementary schools or in a mandapam or otherwise. It will in any case be the responsibility of the village community assisted by the local committee to secure suitable accommodation. For this reason, no provision has been made for the purpose.

9.2. The cost of equipment for every pre-school centre is estimated at Rs. 300. This will include the cost of utensils for cooking the wheat preparations as well as mugs and plates for consuming it. The State Social Welfare Board should standardise the list of equipment neces-

sary and communicate it to all the Panchayat Unions. They should also explore the possibility of manufacturing standardized equipments economically in bulk in consultation with the Director of Industries.

9.3. Recurring expenditure per pre-school will be as follows:—

Organizational grant for the Women's Welfare Committee.—Rs. 5 (rupees five only) per mensem.

Honorarium to pre-school teacher.—Rs. 20 (rupees twenty only) per mensem.

Contingent expenditure.—Rs. 7 (rupees seven only) per mensem.

Total.—Rs. 32 (rupees thirty-two only) per mensem.

9.4. Detailed instructions on the accounting procedure to be followed will be issued by the Rural Development and Local Administration (Accounts) Department.

PANCHAYAT UNIONS—SOCIAL EDUCATION PROGRAMME—ENTRUSTMENT TO THE PANCHAYAT UNION COUNCILS—MODEL PROGRAMME FOR SOCIAL EDUCATION—INSTRUCTIONS.

In part II of the Appendix to G.O. Ms. No. 483, Rural Development, dated 21st June 1960, detailed instructions have been issued regarding the items of expenditure that can be incurred under the head "Social Education" of the Block Schematic Budget of the Community Development Programme. The Panchayat Union Councils have since been constituted in almost all the Development Blocks except in areas which have been or are to be constituted as Townships, Municipalities and cantonments. Under Section 66 of the Madras Panchayats Act, 1958, the Government have to entrust the National Extension Service Scheme of Community Development including the execution of the Social Education Programme to the Panchayat Unions subject to such condition and restriction as may be specified by the Government from time to time. The Government have issued orders regarding the entrustment of the Community Development Programme to all the Panchayat Unions constituted so far.

2. In G.O. Ms. No. 664, Rural Development and Local Administration, dated 16th August 1960, Government have ordered that every panchayat union should formulate a panchayat development schematic budget for five years during the Third Plan period and they have also specified the pattern of financial assistance which will be available to every Panchayat Union and panchayat in G.O. Ms. No. 211, Rural Development and Local Administration, dated 25th January 1961. The Panchayat Development

Schematic Budget as laid down in this order provides for a non-matching grant of 10 nP. per capita per year and 50 nP. capita for the five years which is to be given to every panchayat union for being utilised for the execution of the Social Education Programme. It is estimated that the amount of Social Education grant that may be available for a Panchayat Union may vary from Rs. 7,000 to 8,000 annually according as the population of each will vary.

3. Consequent on the entrustment of the execution of the National Extension Service Scheme of Community Development to the Panchayat Union Councils under the Madras Panchayats Act, 1958, and the reorganisation of the Women's Welfare Department, certain modifications have to be made in the items included in Part II of Appendix to G.O. Ms. No. 483, Rural Development, dated 21st June 1960 and the expenditure that can be incurred for the items mentioned therein. A revised Model Programme for "Social Education" has accordingly been formulated and instructions have been incorporated in the Annexure to this order for the guidance of the Panchayat Unions. The Government would like to make it clear to the Panchayat Union that the fundamental objective of the entrustment of the Community Development Programme to the Panchayat Unions and the Panchayats is that local planning and local knowledge should go into the utilisation of the Government grants available to them. The Panchayat Unions may therefore administratively sanction the items of expenditure mentioned in the Annexure and fix targets for the items according to the local conditions of each block. While formulating the schemes to be carried out under the Social Education Programme, the Panchayat Unions will have to budget only for an annual Government grant limited to 10 nP. per capita. It is however open to them to spend a higher amount from out of their own resources if they will permit it. No further formal sanction of the Collector or of the Government is necessary for the incurring of expenditure. It will be also open to the Panchayat Union Councils to alter the allocations made by them in respect of particular items, provided the following conditions are fulfilled.

(i) The total amount of Government grant should not exceed 10 nP. per capita of the population of the Panchayat Union area for incurring expenditure in respect of the various items specified in the annexure to this order.

(ii) A provision not exceeding Rs. 2,500 should be made in full for the provision of radio sets which have been programmed to be installed in each of the Panchayat according to a phased programme with reference to the orders issued in G.O. Ms. No. 1, Rural Development and Local Administration, dated 1st January 1962 vide sub-paragraph (iii) under item 4 in the Annexure.

4. The accounting procedure to be followed in respect of various items included in Annexure I is as indicated below :—

At the end of every month, the Panchayat Union should furnish to the Revenue Divisional Officers concerned extracts of expenditure incurred on various schemes covered by the Model Programme for Social Education for which grants are due from the State Government. The Revenue Divisional Officers should sanction the grants by debiting the expenditure to a new sub-head of appropriation " Grant-in-aid to Panchayat Union " opened under " 47 A Community Development Projects, National Extension Service and Local Development Works—b. Development Schemes—Schemes in the Third Five Year Plan—Community Development Projects—VI. Social Education ". Funds will be provided by reappropriation from savings within the grant. In March, such reimbursement should be claimed on the basis of the expenditure incurred up to 20th March. The balance of reimbursement should be claimed in April. During the quarterly audit, the eligibility for the grant claimed and reimbursed should be verified.

ANNEXURE.

Model Programme for Social Education.

1. *Organization of Young Farmers' Clubs.*—Young Farmers' Club may be organized in each village of the Panchayat Union and the club should be the only organization through which all youth activities in the rural areas should be carried out. A non-recurring grant not exceeding Rs. 100 may be sanctioned by the Panchayat Union Council for the purchase of agricultural equipment such as garden tools and implements, sprayers, dusters, etc., subject to the condition that the members of the club contribute at least a sum of Rs. 100 and the club has been functioning satisfactorily for one year.

2. *Organization of Madhar Sangams.*—The Government have examined the question of suitably integrating and reorganizing various agencies connected with the implementation of the programme for women and children and have issued detailed orders in G.O. Ms. No. 1433, Rural Development and Local Administration, dated 20th May 1961 for the reconstitution of the State Social Welfare Board and making the Board responsible for all matters relating to the women and children's programme. A separate grant for the Women and Children's Programme has also been made. In these circumstances, it is not necessary to make separate provision for organizing Madhar Sangams under the Social Education Programme.

3. *Organization of Farmers' Forum.*—Farmers Forum for adults may be organized in each village to spread agricultural and allied information in the villages. The Farmers' Forums should be self-supporting and no grant should be paid from the Social Education funds.

4. *Community Recreation.*—(i) No provision is now available for the construction of Community Recreation Centres as the funds under the head " Social Education " have to be used for giving grants-in-aid towards recurring expenditure on Social Education in the Panchayat Unions. There are well recognized meeting places such as chavadies in the villages where people can congregate in large numbers for common purpose. These common places should be developed as Community Recreation Centres. Further, the Village school can be developed as a Centre of Community activity.

(ii) Under section 64 (*g*), (*h*) and (*i*) of the Madras Panchayats Act, 1958, the Panchayats have been given discretion for the opening and maintenance of reading rooms, the establishment and maintenance of wireless receiver sets, play-grounds, parks, sports clubs and centres of physical culture and the opening and maintenance of literacy centres for imparting Social Education. As far as possible the Panchayats should be encouraged to undertake the above activities from their own funds.

(iii) Many of the panchayats are now maintaining reading rooms, wireless receiver sets, etc., and they have been supplied with wireless receiver sets with 50 per cent subsidy from the Government of India. Wireless receiver sets have also been supplied to some of the panchayats in the Block areas with grant from the Block funds. It has been proposed to cover every panchayat in the State with a wireless receiver set before the end of the Third Plan. Hence each Panchayat Union Council is requested to set apart a sum of Rs. 2,500 under the head " Social Education " for the payment of subsidy to the panchayats for the purchase of wireless receiver sets. Orders of Government laying down the procedure for the purchase of wireless receiver sets and for the payment of subsidy to the panchayats have been issued separately. The panchayats should meet the cost of installation and other recurring items of expenditure such as servicing, replacement of components and batteries, etc., for the maintenance of the receiver sets from their own funds.

5. *Grama Sahayaks Training Camps.*—The Government propose to revise the mode of conducting Grama Sahayaks Training Camps and detailed instructions in this regard will be issued separately and as such no provision has now been made under this programme.

6. *Visit of villagers to places of education value.*—A maximum expenditure of Rs. 500 per year per Union may be incurred for conducting visit of villagers, who are interested in agricultural and other development programmes in the Panchayat Union, to neighbouring places of educational value such as agricultural farms, Key Village Centres, Model villages, Village Industries Centres, Rural Extension Training Centres, etc., as suggested in Memorandum No. 93431-RDP. IX/58-4, dated 23rd December 1958, and Memorandum No. 108376/RDP. IX/58-4, dated 27th January 1959, subject to the condition that the villagers share at least 50 per cent of the cost of visit and that the expenditure under the head "Social Education" is limited to Rs. 500 per year per Union.

7. *Adult Literacy Schools.*—No new Adult Education Centres should be started under the Social Education Grant. A scheme for the opening of new Adult Education Centres is included in the Third Plan of the State Government in the Education Department and will be implemented by the Government in the Education Department.

In respect of Adult Education Centres already opened under the Community Development Programme, expenditure to the limit of Rs. 10,000 for the first stage of the block alone may be incurred by the Union out of the Social Education Grant only if the Union feels that they are running well and should be continued.

8. *Community Entertainment.*—(i) In G.O. Ms. No. 483, Rural Development, dated 21t June 1960, instructions have been issued that a maximum expenditure of Rs. 1,000 may be incurred for the purchase of stage equipment subject to the condition that 50 per cent of the cost is realized from the people. It is now considered that each Panchayat Union Council may purchase stage equipment at a cost not exceeding Rs. 1,000 without insisting on public contribution and keep the equipment under their custody for staging dramas, etc. Costly screens, etc., which can be had on hire should not be purchased. The items of equipment to be purchased should be musical equipments, bhajan equipments, etc. The equipment may be hired out to the villagers for getting up cultural and educational programmes according to the terms and conditions to be decided by the Panchayat Union Council. If stage equipment have already been purchased from the Block funds under the Community Development Programme no new equipment should be purchased again by the Panchayat Union Council.

(ii) In the Panchayat Development Blocks where there are more than one set of musical and dramatic equipment already purchased under the Community Development Programme the extra set should be surrendered to the Panchayat Development Block which has not got even one set. The Collectors of rural districts should arrange for the redistribution of the extra set of musical and dramatic equipment with the Panchayat Development Blocks to all the blocks in accordance with the above instructions.

(iii) Small grants not exceeding Rs. 100 in total per annum may be given to cultural organizations to meet incidental costs of staging plays depicting cultural life of the community or other social educational or cultural developmental activities.

9. *Social Education Centres.*—Social Education Centres may be organized for the adult folk in the villages. The adult folk may be encouraged to meet periodically about four times a week. The local school teachers or other educated persons may be appointed as Convenors to these centres to read newspapers, magazines for illiterate villagers and to initiate discussions on current topics. The villagers may be given an opportunity for free discussion. No allowances should be paid out of the grant to the person conducting the centre. A grant not exceeding Rs. 100 per year for newspapers, magazines stationery, etc., may be given to each centre.

10. *Organization of Village Libraries.*—A maximum grant of Rs. 200 or 50 per cent of the cost, whichever is less, may be given for the purchase of books to the village libraries conducted by the Panchayats. No grant should be given for the construction of buildings to the village libraries. The payment of grant for the purchase of books can be made only once to a village library.

11. *Community posters, information charts, wall newspapers, etc.*—Each village may have an information chart showing the basic information relating to the village and the achievements in regard to various activities such as agriculture, animal husbandry, public health, etc. No expenditure should however be incurred for this purpose from the Social Education Grant.

12. *Children's Park.*—The Panchayats should be encouraged to organize children's park in each village and to provide necessary equipment for the park. No grant should be given for children's parks from the Social Education Grant.

13. *Crop competition, exhibitions, cattle fairs, melas, etc.*—It is desirable to organize crop competitions, exhibitions, cattle fairs, etc., in the Panchayat Union. A maximum expenditure of Rs. 500 may be incurred per year per Union on these activities. The allocation of funds among different activities is left to the discretion of the Panchayat Union Councils.

14. *Organization of sports, games, etc.*—A maximum of Rs. 300 per year per Union may be incurred for organization of sports activities among villagers and for conducting competitions by the Panchayat Union Councils.

15. *School activities.*—A maximum of Rs. 30 per school for setting up kitchen gardening, improvement to urinals, construction of latrines, smokeless chulas for midday-meal preparation, construction of soakage pits or small drains, etc., may be given. The grant should be restricted to Rs. 30 per school notwithstanding the number of teachers working in the school and no grant for a second time should be paid to the school which has already received the grant once.

16. *Information Centre.*—A sum of Rs. 400 per annum may be incurred under the head " Social Education " towards the maintenance of an Information Centre at the Block Headquarters.

17. *Audio-Visual equipment.*—(i) The Audio-Visual equipment consisting of cinema trailor units, hand camera and public address sets have been provided in some blocks. The cinema units and other items of Audio-Visual equipments available in each district should be utilized among all the blocks in the district by rotation.

(ii) The maintenance of cinematographic equipment has not been entrusted to the Panchayat Union Councils and the equipment has to be maintained by the Government. In this connection attention is invited to the instructions issued in Memorandum No. 93832/Rural Development (Accounts-A)/61-2, dated 21st June 1961 according to which the Panchayat Union Commissioners as Block Development Officers will continue to function as drawing and disbursing

officers in respect of the expenditure towards the maintenance of cinematographic equipment and draw bills directly on the Sub-Treasury and debit the expenditure to relevant head of State Accounts. As the pay and allowances of the cinema operator form part of the cost of the maintenance of the Audio-Visual equipment, such expenditure also should be accommodated under the same head of account. The relevant head of State Account in the case of cinematographic equipment and pay and allowances of the cinema operator will therefore be " 47-A. Community Development Projects, National Extension Service and Local Development Works—b. Development Schemes—Schemes in the Third Five-Year Plan—Community Development Projects—VI. Social Education—2. Other Charges ".

(iii) The sanction accorded for the purchase of film strips, slides and record tapes in G.O. Ms. No. 1992, Public (R.D.P.), dated 17th July 1958 has since been cancelled by the orders issued in Memorandum No. 122750/P5/58-19, dated 2nd March 1961.

18. *Demonstration equipment to Gramasevikas.*—The sanction accorded in G.O. Ms. No. 109, Public (R.D.P.), dated 16th January 1958, for the purchase of demonstration equipment to Gramasevikas is cancelled. The Gramasevikas are being absorbed under the Women's Welfare Department.

19. *Expenditure on celebrations, etc.*—Instructions are being issued by the Government from time to time that expenditure should be met under the head " Social Education " for celebrations such as Sarvodaya Literature Week, Celebration of Membership Week by the Co-operative Societies, etc., and for other miscellaneous items for which no provision is available under other heads of expenditure. The Panchayat Union Councils may meet the expenditure towards the above items according to the instructions issued by the Government from time to time and also to restrict expenditure to the limits specified in the Government Order.

(G.O. No. 300, Rural Development and Local Administration, dated 6th February 1962.)

CHILDREN'S WELFARE—CARE OF PRE-SCHOOL CHILDREN—STARTING OF PILOT CENTRES—ACCOUNTING PROCEDURE.

In the Government Order cited, Government have ordered the implementation of the scheme of " care of pre-school children " as a pilot project in 500 Pre-school Centres to be started in 500 Panchayats selected from the Development Districts of the State with effect from 1962–63.

2. The items of expenditure to be incurred in connection with the scheme are enumerated in paragraph 7 of the Government Order cited. The accounting procedure to be followed in respect of each item of expenditure is indicated in Annexure I. As most of the items of expenditure are fixed grants, Government direct that District Women's Welfare Officers should release the grant to Panchayat Unions concerned instead of their being released

by the Director of Women's Welfare, Madras. The Government therefore consider that a standardised form for the issue of the above grants to the Panchayat Unions is necessary and accordingly direct, that the sanction order in respect of the above grants should issue in the form indicated in Annexure II. The fair copies of the sanction orders should be signed personally by the Director of Women's Welfare/or District Women's Welfare Officers as the case may be.

ANNEXURE I.

Recurring items of Expenditure.

1. *Expenditure on the Training Allowance of Rs. 75 per mensem per Mukhya Sevika deputed to undergo training for a period of six months—Accounting Procedure.*—The Director of Women's Welfare, who will be personally in charge of the training, will draw and disburse the training allowance of Rs. 75 per mensem per Mukhya Sevika and debit the expenditure to " 47. Miscellaneous Department—j. Miscellaneous—a. Department of Women's Welfare—Second Development Schemes—Schemes included in the Third Five-Year Plan."

2. *Expenditure on the provision of free boarding for 500 persons selected to run Pre-School Centres during the period of their training at the Block Headquarters at a rate not exceeding Rs. 25 per mensem per person for a period of three months—Accounting Procedure.*—The Panchayat Union should initially incur the expenditure from its own funds and then apply for reimbursement from the District Women's Welfare Officer at the end of each month. The Panchayat Union Commissioner should maintain separate accounts for this item. At the end of each month an extract of statement of expenditure for that month should be sent to the District Women's Welfare Officer who will release the grant in the form enclosed in Annexure II and debit the expenditure under " 47. Miscellaneous Departments—j. Miscellaneous—a. Department of Women's Welfare—II. Development Schemes—Schemes included in the Third Five-Year Plan ".

3. *Expenditure on stipends to the five hundred trainees at the rate of Rs. 15 per mensem per trainee for a period of three months—Accounting Procedure.*—The District Women's Welfare Officer, who will be in charge of the Training should draw and disburse the stipend every month to the trainees debiting the expenditure under " 47. Miscellaneous Departments—j. Miscellaneous—a. Department of Women's Welfare—II. Development Schemes—Schemes included in the Third Five-Year Plan ".

4. *Expenditure on organizational grant to the Women's Welfare Committee of each Panchayat where the Pre-School Centre will run at the rate of Rs. 5 per mensem—Accounting Procedure.*—This is an item of panchayat expenditure. The Panchayat should incur the

expenditure initially and claim reimbursement from the District Women's Welfare Officer through the Panchayat Union. The District Women's Welfare Officer should release the grant to the Panchayat Unions and through them to the Panchayats *in one lump-sum* in the course of the year, debiting the expenditure to " 47. Miscellaneous Departments—j. Miscellaneous—a. Department of Women's Welfare —II. Development Schemes—Schemes included in the Third Five-Year Plan ". The release of grant should be in the form prescribed in Annexure II.

5. *Expenditure on honorarium to each Pre-school teacher at the rate of Rs. 20 per teacher per month—Accounting procedure.*—This is also an item of expenditure to be incurred by the Panchayat initially and later reimbursed through the Panchayat Union. The District Women's Welfare Officer *should release* the grant to the Panchayat Union and through them to Panchayats *in quarterly* instalments debiting the expenditure to " 47. Miscellaneous Departments—j. Miscellaneous—a. Department of Women's Welfare—II. Development Schemes—Schemes included in the Third Five-Year Plan ". The release of grant should be in the form prescribed in Annexure II.

6. *Contingent expenditure of Rs. 7 per mensem for Pre-school centre—Accounting procedure.*—The procedure outlined in respect of item No. 5 should be followed in this case also.

7. *Expenditure on the services of Matron during the period of camp on a salary of Rs. 90 per mensem in all for a period of three months—Accounting procedure.*—The District Women's Welfare Officer will be in charge of the training to be imparted to Thayis. Hence the District Women's Welfare Officer should draw and disburse the salary debiting the expenditure under " 47. Miscellaneous Departments—j. Miscellaneous—a. Department of Women's Welfare —II. Development Schemes—Schemes included in the Third Five-Year Plan ".

NON-RECURRING.

1. *Expenditure on the provision of accommodation at the Block Headquarters in twenty-one blocks where the training will be conducted at the rate not exceeding Rs. 1,000 per block—Accounting procedure.*—The Government have clearly indicated in the Government Order that this expenditure should be incurred only in cases where a suitable building is not available. In respect of Panchayat Unions which have to put up temporary structure for the purpose, the Panchayat Union should incur the expenditure initially from its own funds, and after the work is completed, the Commissioner, Panchayat Union, should forward a statement of expenditure to the Director of Women's Welfare, Madras, and get the expenditure reimbursed. The Director of Women's Welfare on receipt of the statement of expenditure from the Panchayat Union, and after satisfying herself of it, will sanction the expenditure to the Panchayat Union by a debit to " 47. Miscellaneous Departments—j. Miscellaneous—a. Department of Women's Welfare—II. Development Schemes—Schemes included in the Third Five-Year Plan ". The release of grant should be in the form prescribed in Annexxure II.

2. *Expenditure on the purchase of equipment for each Pre-school Centre at an amount not exceeding Rs. 800 per centre—Accounting procedure.*—In view of the direction indicated in the Government Order cited that the Director of Women's Welfare should explore the possibility of manufacturing standardized equipments economically in bulk in consultation with the Director of Industries, the equipments could be purchased in bulk and distributed among the Panchayat Unions concerned by Director of Women's Welfare meeting the expenditure under " 47. Miscellaneous Departments—j. Miscellaneous—a. Department of Women's Welfare—II. Development Schemes—Schemes included in the Third Five-Year Plan ".

ANNEXURE II.

No. Office of the Director of Womens' Welfare. / District Womens' Welfare Officer.

Dated:

From

The Director of Women's Welfare/District Women's Welfare Officer.

To

The Sub-treasury Officer,

Under instruction 2 of Treasury Rule 17 of the Madras Treasury Code, Volume I, hereby authorise you to pay the Commissioner, Panchayat Union, on the authority of (i) this order; and (ii) the duly receipted bill (in Madras Treasury Code, Form No. 40) attached the sum of Rs. (rupees).

2. The amount should be paid by book adjustment to the accounts of the Panchayat Union in Local Fund Deposit Account No. I maintained at your treasury or sub-treasury and no cash payment should be made. The amount represents the * care of Pre-school Children grant for the month of for the quarter/year ending and is debitable to " 47. Miscellaneous Departments—j. Miscellaneous—a. Department of Women's Welfare—II. Development Schemes—Schemes including in the Third Five-Year Plan ".

3. The fact of adjustment should be reported to the Director of Women's Welfare, Madras, and the Accountant-General with a certificate of payment through the Treasury Officer under intimation to this office then and there.

* The Category of the items of expenditure should be specified.

Director of Womens' Welfare. / District Womens' Welfare Officer.

Copy to the Commissioner, Panchayat Union.............*through* the Chaiman.
,, Accountant-General, Madras.
,, Collector of................

NOTE.—Under instruction 2 of Treasury Rule 17 of Madras Treasury Code, Volume I, the grant should be adjusted on the authority of this authorisation and no authorisation is necessary from the Accountant-General, Madras.

BIRTHS AND DEATHS—ENFORCEMENT OF REGISTRATION AND MONTHLY REVIEW BY PANCHAYATS—INSTRUCTIONS ISSUED.

At the State Panchayat Conference held at Madras on 8th and 9th October 1961, the Minister for Health observed that the Panchayat Union Councils set up under the Madras Panchayat Act, 1958, have to serve two important national purposes. One is to see that the production of food increases from year to year so as to keep pace with the growth of population. The other is to bring the growth of population under control. Population grows through the excess of births over deaths. Death rate is decreasing and may diminish further through health and welfare programmes. If the growth of population is to be brought under control, the birth rate should be made to diminish and should diminish faster than the death rate.

2. To achieve the objective the Health Minister pointed out the necessity for having small families as in England and certain other Western European Countries. If every poor family has only two or three children to bring up instead of five or six, the parents will be able to feed, clothe and educate the children twice as well. The parents will be in a much better position to devote personal care and attention to the up-bringing of all the children. The new generation of children will thus be given a much better chance in their life than their parents. Bringing the growth of population under control means, therefore, the same thing as promoting the small family habit, the habit of every married couple being content with only two or three children.

3. In Western European countries, every family has come to realise this necessity and does not require to be specially advised or reminded. In this State (as in other States of India), this realisation is only now beginning to occur. So there is need for making attempts to secure that every family is specially advised and reminded about the necessity for avoiding large families and how to avoid them. That is why the duty of advising and reminding every family in every village has been laid in the Panchayat of that village. That is why the Presidents of all Panchayats of the State, assembled in State Panchayat Conference, passed the following resolution :—

RESOLUTION II.

Panchayats and Family Limitation.

1. The Madras State Panchayat Conference having considered the report of the Minister for Health, Government of Madras, on "Panchayats and Family Limitation" resolves :—

First to recommend to every Panchayat in the State.—(i) To carry out a monthly review of Births and Deaths in the Village and thereby ensure the availability of correct and complete information about the growth of population in the village;

(ii) to persuade all the families in the Village (or town) in its charge to receive instruction in methods of family limitation provided by the Panchayat Union and in particular to ensure that every mother to whom a child birth occurs receives instruction in family limitation within a period of three months before or after child birth;

(iii) to persuade every family to make its contribution to the Five-Year Plan by the adoption of the *Small Family habit* and the abolition of High Order Births in the family;

(iv) to convince parents about the efficacy and harmlessness of sterilisation as a method of family limitation and to that end ensure pioneer sterilisation in adequate numbers;

Secondly to recommend to every Panchayat Union in the State (i) to organize the provision of systematic instruction in methods of family limitation in the Block; and (ii) to maintain a regular review of the progress of the family limitation programme of all the Panchayats in the Block and to assist, guide and co-ordinate the efforts of all the Panchayats.

4. In order to implement the foregoing resolution each Panchayat should have accurate information of births and deaths occurring in their village. The Madras Registration of Births and Deaths Act, 1899, requires that every birth and every death occurring in a village should be reported to the Village Headman. He is to register them and send monthly returns showing the births and deaths that occur in the village. But he is unable to make sure that all births and all deaths have in fact been reported to him without exception. The result is that the monthly returns sent by him are incomplete. Data compiled from these returns are therefore defective and unusable. If, however, these data are correctly maintained from month to month and from year to year, it will be possible for every Panchayat and every Panchayat Union to know accurately how population is growing in the village or Block in its charge, which families remain small and which families are growing too large. Armed with accurate information, the Panchayat can discharge its duty of advising and reminding the people concerned. The Panchayat Union can watch how the different villages in the Block are progressing, encourage the Panchayats which are doing well and stimulate others which are not doing well enough.

5. This is why, as a first step, every Panchayat should ensure that the registration of births and deaths in the area in its charge is correct and complete. The instructions contained in this order have been issued in order to ensure that this matter will be brought under review by the Panchayat every month without exception and that, thereby, births and deaths will hereafter be reported without any omission.

6. Under section 3 of the Madras Registration of Births and Deaths Act, 1899, the unit of area for purposes of registration of births and deaths is the revenue village. In the present organizational set up in rural areas, it is considered that the appropriate registration area will be the Panchayat village. Necessary declaration will be made by the Government separately.

7. A Panchayat village is the same as a revenue village. But in some cases, it may consist of two or more revenue villages or parts of revenue villages. Where a Panchayat village comprises more than one revenue village, the village headman of the biggest revenue village will be appointed as Registrar of Births and Deaths. The Collectors of districts are requested to issue revised orders in regard to the appointment of Registrar of Births and Deaths for Panchayat villages under section 5 (1) of the Madras Registration of Births and Deaths Act, 1899. These orders should be got drafted forthwith and kept ready for issue after the declaration referred to in paragraph 6 above has been made.

8. Review of births and deaths occurring in the Panchayat area shall be one of the prescribed subjects in the agenda for the monthly meeting of the Panchayat. The Registrar of Births and Deaths shall attend the monthly meeting and submit the Registers of Births and Deaths to the Panchayats. The President of the Panchayat shall read out the entries therein relating to the previous month and invite the members to notify any births or deaths which have not been registered. The entries for each month will be few. It will be within the personal knowledge of the members of the Panchayat whether any birth or death which does not find a place in the register, had actually taken place. The co-opted women member of the Panchayat can keep herself particularly informed on this point and make a special contribution to keeping the Birth and Death Registers accurate and complete. If any unregistered events are brought to the notice of the President by any member, he shall record those particulars in the registers for verification and registration later by the Registrar. If no omissions are reported, the President shall enter the remarks 'Verified and found correct' in the registers and affix his signature.

9. In respect of Town Panchayats which have undertaken registration of births and deaths by extending the relevant provisions of the Madras District Municipalities Act, the town panchayats will appoint their own registrars of births and deaths. The instructions contained in paragraphs 6, 7 and 8 will not apply to the Panchayat towns.

10. Copies of the existing Registers of Births and Deaths prescribed for rural areas are given in the annexure for information. These will be revised with a view to simplyfying them and ensuring proper collection of relevant particulars. Copies of the proposed new forms and explanatory notes on the modifications made

are also given in the annexure. Pending the introduction of the revised forms, the procedure outlined in this Order may be followed in respect of the existing Registers with such modifications as may be found necessary with effect from the 1st January 1962 when new Births and Deaths Registers will be opened.

11. Under instructions from the Government of India, the 18th December 1961 will be celebrated throughout India as Family Planning Day. Government consider it necessary not only that every Panchayat should participate but also that the significance of the Celebration should be fully appreciated by the Panchayat.

To that end Government direct that Collectors should arrange that a special meeting of the Panchayat is held on that day at which the Headman should be present and formally read out this order. Thereafter once every month the new system of monthly review of Births and Deaths by the Panchayats should be put into effect.

12. Government desire to remind all Panchayats once again that the objective which Government have in mind in issuing these instructions is not merely that better statistics of births and deaths should be available. That is, no doubt, an useful result to be secured by the new system of monthly review of Births and Deaths of Panchayat. It will, however, be only incidental to the securing of far more important results which are set out below :—

(i) As a result of better attention to the health of the people, the number of deaths occurring in the village will diminish in future year even more than in the past:

(ii) As a result of advising and remainding people about the need for avoiding large families and how to do it, the number of births occurring in the village will at first cease to increase; and then diminish rapidly from year to year at an even faster rate than deaths;

(iii) When this happens, the growth of population will be brought under control effectively. The small family habit will get firmly rooted in the villages, thereby promoting the happiness and prosperity of the people.

(G.O. No. 3142, Rural Development and Local Administration, dated 24th November 1961.)

EXPLANATORY NOTE ON THE REVISED BIRTH REGISTER FOR RURAL AREAS.

A copy of the Register of Births for rural areas prescribed under the rules for registration of births and deaths under the Act III of 1899 and a copy of the revised Register of Births are enclosed. The modifications made in the existing register of births are explained below :—

(i) A new column (5) of the revised register is provided for entering the residence where a child was actually born. This has been introduced so that figures of births on residential and non-residential basis may be separately compiled.

(ii) In view of the instruction contained in paragraph 8 in this Government Order, one Register of Births for Indian Nationals only will be maintained. And, as per G.O. Ms. No. 1726, Public (Services-A), dated 16th October, particulars about caste should not be entered in official register. Hence the column 7 of the present register showing "Nationality and caste" of the child has been deleted.

(iii) The particulars about the father and the mother of the child have been separately grouped together. In respect of mother, provision is made for entering information on type of attendance at confinement. This is necessary to extend the Maternity and Child Welfare services in rural areas. Hence, 3 columns (12, 13 and 14) have been provided for entering particulars as to whether the confinement took place in institutions (hospitals, maternity homes, nursing homes, etc.), or at home and if latter, whether attended by qualified midwife or not.

(iv) In accordance with instructions contained in G.O. Ms. No. 1726, Public (Services-A), dated 16th October 1961, particulars about the religion and the community of the father are required to be collected. Hence, column 16, showing religion (Hindus, Muhammadans, Christians and others) has been included. Another column 17 showing the Community (Scheduled Caste, Scheduled Tribe, Most Backward Class, other Backward Class, and others) has also been included.

EXPLANATORY NOTE ON THE REVISED REGISTER OF DEATHS FOR RURAL AREAS.

A copy of the Register of Deaths prescribed for rural areas under the rules issued for registration of births and deaths under the Act III of 1899 and a copy of revised register are enclosed. The changes made in the Death Register are explained below:—

(i) In view of the instructions contained in paragraph 8 in this Government Order, one Register of Deaths for Indian Nationals only will be maintained. And, as per G.O. Ms. No. 1726, Public (Services-A), dated 16th October 1961, particulars about caste should not be entered in official register. Hence the column 11 showing, nationality and caste in the present Death Register has been deleted.

(ii) In accordance with instructions contained in G.O. Ms. No. 1726, Public (Services-A), dated 16th October 1961, particulars about the religion and the community of the father are required to be collected. Hence, column 10 showing religion (Hindus, Muhammadans, Christians and others) has been included. Another column 11 showing the community (Scheduled Caste, Scheduled Tribe, Most Backward Class, other Backward Class and others) has also been included.

(iii) In the existing Register of Deaths, 18 columns are provided for entering the causes of deaths so that village headman may enter the particular cause of death under the relevant column. The village headman has not sufficient medical knowledge to diagnose deaths from Cerebro-spinal meningitis, diphtheria, etc. The list of causes

of deaths may therefore be simplified so that certain specified causes of deaths with which he is familiar and other groups giving the causes of deaths in general like fevers, respiratory diseases, etc., may also be given. In the case of unspecified groups of diseases, he may record the symptoms of the disease at the time of death under the remarks column in the Register of Deaths. Instead of 18 columns in the present Death Register one column alone need be provided. A list of specified and unspecified groups of causes will be printed in the fly-leaf of the register. The village headman may refer to this list, decide the particular cause as per the list and enter it in column 16 'cause of death'.

(iv) In the present Register of Deaths, there is only one column to show the residence of the deceased at the time of death. In addition to this a new column 14 has been opened in the revised register to show the permanent residence of the deceased. This has been introduced with a view to collect the figures of deaths as per residential and non-residential basis.

(REVISED)

Register of births during the year in village in taluk in district.

					Particulars of Child.			Particulars of Mother.						Particulars of Father.				Particulars of Informant.					
					Sex.						Type of attendance at confinement.												
												Domiciliary.											
Annual number.	Monthly number.	Date of Birth.	Date of Registration.	Residence where the Child was born.	Male.	Female.	Name.	Name.	Age at Confinement.	Order of live births.	Institutional.	Skilled.	Unskilled.	Name.	Religion.	Community.	Residence.	Name.	Description.	Residence.	Signature or mark of Informant.	Signature of Registrar.	Remarks.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)	(23)	(24)

NOTE.—(1) If a child is born dead, the entries should be made in red ink without giving any registration number and such case should be excluded from the totals in campilation of birth and death returns.

(2) If the child is still born, the words "still birth" should be entered in the remarks column.

(3) In the case of illegitimate birth, the word "illegitimate" should be entered in the remarks column and no person's name should be entered as that of father except as provided in second proviso to section 8 of Act III of 1899.

(REVISED)

Register of Deaths during the year in village in taluk in district.

				Particulars of the deceased.															Particulars of informant.					
					Sex.						Age.												
Annual number.	Serial number.	Date of Death.	Date of Registration.	Name.	Male.	Female.	Name of Father/Husband of deceased.	Name of the mother.	Religion.	Community.	Y.	M.	D.	Residance at time of Death.	Permanent residence.	Born Dead.	Cause of Death (See list of causes on fly-leaf).	Name.	Description.	Residence.	Signature or mark of informant.	Signature of the Registrar.	Remarks.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12*a*)	(12*b*)	(12*c*)	(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)

NOTE.—(1) If a child is born dead, the entries should be made in red ink without giving any registration number and such case should be excluded from the totals in compilation of birth and death returns.

(2) If the child is still born, the words "still birth" should be entered in the remarks column.

COMMUNITY DEVELOPMENT PROGRAMME—RULES REGULATING USE OF MOTOR VEHICLES SUPPLIED TO OFFICERS CONNECTED WITH PROGRAMME—INSTRUCTIONS—ISSUED.

The rules regulating the use of motor vehicles supplied to the officers connected with the Community Development Programme are appended to this order. All Collectors, Revenue Divisional Officers, Project Executive Officers, Block Development Officers and other officers supplied with Community Development motor vehicles are requested to strictly follow these rules. These rules supersede the earlier orders issued in the matter if they are at variance with these orders.

[G.O. No. 2050, Public (Rural Development Projects), 5th September 1956].

APPENDIX

RURAL DEVELOPMENT PROJECTS TRANSPORT ORGANIZATION.

Maintenance of Vehicles Accounts, etc.

The State Road Transport Officer, Board of Revenue (Land Revenue), will be in technical charge of the vehicles of the Rural Development Projects Department.

I. *Definition.*—The following types of vehicles are available in the Rural Development Projects Department:—

(*a*) Jeeps.

(*b*) Land Rovers.

(*c*) Mobile Health Vans and Cinema Vans.

(*d*) Station Wagons.

(*e*) Trailers attached to the jeeps.

(*f*) Land Rovers.

The rules will apply to any other kind of vehicle that may be supplied in future.

II. *Restriction on the use of the vehicles.*—The vehicles are meant only for official use and should not be used for any private purposes even on payment of hire charges.

III. *Maintenance and allotment of vehicles.*—The Collectors of the districts are responsible for the proper maintenance and use of the vehicles in their respective districts. The vehicles are usually allotted to the Blocks. When a vehicle is allotted to a block, it cannot be taken out of the block except under the personal orders of the Collector. Collectors should not delegate this power to their Personal Assistants, or Revenue Divisional Officers. These instructions do not apply to the despatch of jeeps outside the block for routine purposes such as obtaining petrol, servicing, etc. The jeeps are primarily meant for inspections and visits to villages in the block and not for use by the block staff wherever they go. Collectors should

send a monthly report furnishing the number of occasions on which they had authorized such movement of jeeps outside the block and the reasons therefor. A vehicle should not be taken out of the district to which it is allotted without the permission of the Government. The report relating to the movements of a jeep outside the concerned block or district should reach Government not later than the 10th of the succeeding month. A nil report should be submitted when no such movement has taken place during a particular month.

IV. *Collection of hire charges.*—Whenever any of the vehicles are lent for the use of an officer or officers of other Government departments including Central Government Officers, hire charges should be levied as indicated below:—

Type of vehicle.	Mileage charges.	Daily detention charge for days on which mileage is not paid.
(1)	(2)	(3)
	RS. A. P.	RS. A. P.
Jeep without trailer	0 8 0	2 0 0
Jeep with trailer	0 12 0	2 4 0
Station wagon and other vehicles without trailer.	0 12 0	2 4 0
Station wagon and other vehicles with trailer.	1 0 0	2 4 0

The hire charges should be debited to the budget head of the department concerned and will be treated as receipts of this department. The officer in charge of the vehicles should watch the realization of credit.

V. *Restrictions in handling the vehicles.*—The drivers of the respective vehicles are the only authorized persons competent to drive the vehicles. On no account, any person other than the driver should be allowed to handle the vehicles. This restriction does not apply to the officers and staff attached to the Central Workshop, Madras Regional Workshop, Tanjore; Automobile Engineers and State Road Transport Officer who have to necessarily handle the vehicles at the time of inspection or when carrying out repairs. However, when any other officer travelling in any of these vehicles on duty finds that the driver is temporarily incapacitated to manage the vehicle due to fatigue or illness or other causes, he may take over the driving of the vehicle provided he possesses a current driving licence.

VI. *Restriction on speed.*—The vehicles though owned by the Government are subject to speed regulation, etc., under the Motor Vehicles Rules and with a view to avoid accidents it is absolutely necessary to strictly conform to the rules. The normal speed limit for most of the vehicles is 25 to 30 miles per hour and accidents can be avoided to a great extent if only the above limit of speed is not exceeded.

VII. *Avoidance of overloading.*—Under no circumstances, the officers making use of the vehicles should allow overloading of the vehicles. In the case of jeeps the maximum number of persons is

five including the driver; in the case of a Land Rover seven and in the case of a Station Wagon it may be eight. Whenever trailers are attached to the Jeeps and Land Rovers the load transported by a trailer should not exceeded 1,000 lb.

VIII. *Exhibition of plates.*—On all the vehicles of this department the following should be prominently painted in front of the vehicles: "Government of Madras—Rural Development Projects". The names of the blocks or institutions to which the vehicles belong should also be painted. No words need be painted on sides. Already the words "Community Development Projects", "National Extension Service", etc., have been painted on the existing vehicles. They may remain till they are obliterated. When repainting is done, the instructions should be followed.

IX. *Working hours of drivers.*—On no account the drivers of the vehicles should be made to drive the vehicles continuously for more than eight hours a day. Other restrictions such as grant of a weekly holiday, as stipulated in the Road Traffic Code and payment of travelling allowance; dearness allowance; etc., as per rates admissible under the rules should be observed.

X. *Transfer of drivers from one vehicle to the other.*—No driver should unnecessarily be transferred from vehicle to vehicle and as far as possible each driver should be made available to handle a particular vehicle, the object being that if that particular vehicle is given to a particular driver, the responsibility for its proper upkeep and maintenance could be fixed on him.

XI. *Duties expected from drivers.*—There are certain routine duties assigned to the drivers with regard to the proper upkeep and maintenance of the vehicles. They are as follows:—

(*a*) Drivers must daily check the level of the engine oil sump and the level of the water in the radiator and ensure that all the meters especially ammeter and the oil gauge are in working condition.

(*b*) Checking up of the inflation of the tyres daily.

(*c*) Once in 300 miles or once in a week he must clean and lubricate all the fast-moving parts of the vehicle and must also check up the level of the electrolyte in the batteries. He must also see that the vehicle is serviced with high pressure cleaning and greasing including tightening of all bolts and nuts once in a month and in any case once for every 1,000 miles covered by the vehicle.

(*d*) The driver should report to the officer in charge of the vehicle in writing any defect that are noticed in the vehicle as and when such defects occur.

XII. *Inspection of motor vehicles.*—All the Rural Development Project motor vehicles should be got periodically inspected at least once in a quarter by the Automobile Engineers and once in a year by the State Road Transport Officer. These officers after inspection will indicate the defects noticed in the vehicles and the nature of the

repairs to be carried out, etc. Prompt action should be taken by the officers who are in charge of the vehicles to get the repairs done in the manner indicated in the inspection reports, after obtaining the technical and financial sanction, wherever necessary, from the authorities concerned. On no account, the vehicles should be used in defective condition.

XIII. *Servicing.*—Each vehicle will have to be got serviced at regular intervals in a recognized workshop. This will include washing, cleaning and greasing under high pressure equipment, check-up of bolts and nuts in the chassis, check-up of oil levels and replacement of any fast-moving parts worn out, etc. No vehicle should be used without getting it serviced on the due dates.

XIV. *Maintenance of log books.*—(*a*) Printed log books are supplied to the respective officers by the Controller of Stationery and Printing, Madras, on receipt of indents. Only printed log books should be used. Sufficient number of books should be obtained in advance. Under no circumstances, manuscript log books should be used. This is a most important record. One book should be used for each vehicle and when the vehicle is transferred to another officer, all the log books relating to that vehicle should also be transferred to that officer.

(*b*) The log book should be maintained in the form appended in Annexure ' A '. The entries should be made in the log books then and there for each trip end and the officer making use of the vehicles should record the trips made and initial it himself with his designation noting the mileage at the start and at the end. Normally a vehicle will not be allowed to run without a speedometer. If, however, it is under repairs, the actual road mileage should be recorded. The purpose for which the vehicle is used should also be recorded and vague entries such as " Official ", " Town trips ", " Local trips ", etc., should be avoided and the purpose should be clearly indicated. The Collectors, Revenue Divisional Officers, Assistant Development Commissioners and the Audit staff during their visits, should make it a point to inspect the log books and see that the entries are properly made and attested and that the details entered therein are reasonable in respect of the purposes of the journeys, route mileage, and economic running of the vehicles, with reference to petrol and oil purchased. The inspection of log books should be made as frequently as possible to prevent abuses which will lead to public criticism.

(*c*) Monthly petrol performance of the vehicles should also be worked out at the end of the each month and entered in the log book indicating the actual miles per gallon obtained during the month. A Jeep or Station Wagon is expected to give 15 to 18 miles per gallon and a Land Rover 20 to 22 miles. If the consumption of petrol is excessive, the matter should be got investigated by admitting the vehicle into the recognized workshop to rectify the defects, if any. Whenever vehicles are made to traverse cross-country roads or are engaged in ghat section operation the petrol consumption may be more.

(*d*) The upper limit for the consumption of petrol has been fixed as 60 gallons in respect of each block, per month. This quota will also include the requirements for the cinema trailers available in each Project and Block. Any excess consumption of petrol should be referred to the Collectors for ratification immediately after the close of the month adducing satisfactory reasons. Strict economy should be observed in the consumption of petrol.

XV. *Registers, records, etc., to be maintained.*—The vehicles will not ordinarily be let on hire and earn revenue. The funds for working these vehicles will be drawn from the treasuries through bills presented in the usual manner and the charges will be debited to the budget head of Community Development and National Extension Service Programmes as the case may be. No major or special system of accounts is necessary and it will be enough, if the ordinary records that are maintained in a Government office in respect of expenditure. viz., contingent register, register of bills drawn and paid, etc., register of undisbursed pay, etc., are maintained in regard to these Jeeps, Land Rovers and Station Wagons, etc. However, in order that the controlling officers may watch that these vehicles are worked economically, that the stores and spare parts purchased are properly accounted for and that the consumption of petrol, oil, etc., is not in excess of what may normally be warranted by the outturn of the vehicles, the officers making use of them should maintain the following registers:—

(*a*) *Stock register of motor vehicles.*—This is a very vital record to be maintained up-to-date in the pro forma given in Annexure 'B'. Sufficient number of pages should be allotted in the register for each vehicle. Separate pages should be assigned for the accounting of the spare parts, tyres and batteries. Whenever a vehicle is transferred to another officer, extracts from the register relating to the same should be sent to the concerned officer for entry in his register. Whenever a vehicle is auctioned, the same should be recorded in the register with full details. A consolidated register of vehicles of the Rural Development Projects Department for the district should be maintained at the Collector's Office, and for the whole State by the Board of Revenue (Land Revenue) and in Public (Rural Development Projects) Department. The Collectors should furnish necessary particulars in the form in Annexure 'B' to the Board of Revenue and to Government.

(*b*) *Accounting of spare parts.*—As soon as spare parts are received, they should be immediately entered in the register of vehicles in the pages allotted for the purpose for the particular vehicle. and issues made should be attested by a responsible officer then and there. The form for accounting for the spare parts is given in Annexure 'C'.

(*c*) *Tyres and batteries.*—These are major parts of the vehicles. Hence it is of paramount importance to maintain a record of them properly. In order to watch the life of tyres and batteries particulars relating to them should be recorded in the pages assigned for the purpose in the stock register of motor vehicles for each vehicle. The forms are given in Annexure 'D'.

(*d*) *Petrol register.*—This register should be maintained in Form VI appended to the Civil Supplies Accounts Manual. Petrol should be drawn as far as possible, in the presence of a responsible officer so as to ensure that the correct quantity is drawn from the petrol pump. As soon as the petrol is drawn and issued, the signature of the driver should be obtained on a note book to be maintained for the purpose in token of his having received the quantity of petrol for the use of the vehicle. The quantity of petrol drawn each day should be entered in the petrol register and the total for the day struck. At the end of the month the total petrol drawn should be worked out, abstracted and totalled to agree with the total quantity purchased. The supplier's bills when received, should be thus verified and the correct quantity certified. The balance quantity of petrol left in the tank of each vehicle on the last day of the month should be actually measured and noted in the register. The closing balance becomes the opening balance for the next month and there should be no variation between the two figures. When petrol is decanted from one vehicle and issued to another, the quantity should be noted against the vehicles concerned as minus and plus. An abstract of purchases made for each month should be prepared, giving reference to the name of the supplier, number of gallons supplies by him, the rate per gallon, the total amount and the contingent bill number in which the amount is paid.

(*e*) *Expenditure register.*—This register should be maintained in Form X/XI prescribed in the Civil Supplies Accounts Manual.

XVI. *Physical verification of vehicles and spare parts and inspection of registers.*—(*a*) The inspecting officers and audit staff should check the registers, whenever they visit the Areas and Blocks and see that the several columns are properly filled up.

(*b*) The officer supplied with a vehicle should physically verity the vehicle, spare parts, tools and equipments once in a quarter and a certificate to that effect should be entered in the vehicles register. A report of such verification should also be sent to the Board of Revenue. Prompt action should be taken in cases of deficencies or breakages of tools, etc.

XVII. *Periodical reports to be sent to the Board.*—The following returns in respect of all Rural Development Projects vehicles should be submitted by the concerned officers to the Board of Revenue:—

(1) Quarterly physical verification report (in Form XX of the Civil Supplies Accounts Manual).

(2) Monthly report on the condition of the vehicles in Form XIX of the Civil Supplies Accounts Manual by the 5th of the following month furnishing all the details and the certificates required.

(3) Monthly statement showing the expenditure incurred on each vehicle during the previous month in the prescribed form. The Board of Revenue is requested to issue necessary instructions to the Collectors regarding the forms to be adopted and other details.

The Board will review the reports and send a copy of the review so as to reach Government not later than the 25th of the following month.

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XVIII. *Repairs to vehicles.*—Repairs to the motor vehicles fall under two categories:—

(*a*) Petty and minor repairs; and

(*b*) major repairs.

As a rule, repairs should be carried out only after obtaining technical sanction either from the State Road Transport Officer or from the Automobile Engineers concerned. However, petty repairs of a minor nature can be carried out in the local recognized workshops on the recommendations made by the drivers concerned and report sent to the Automobile Engineers or the State Road Transport Officer, as the case may be, as any delay in carrying out such petty repairs may result in larger expenditure later or the vehicles may have to be kept off the road unnecessarily. With a view to eliminate delays in the execution of major repairs to the motor vehicles, the following instructions are issued:—

(i) The need of major repairs and replacement of major parts or assemblies can be anticipated in advance and necessary action taken promptly so that breakdowns are avoided. Similarly the need for replacement of tyres and batteries can also be anticipated in advance and indents placed sufficiently early in advance with the Stores Officer or the Board, as the case may be, and the articles required obtained.

(ii) Drivers of the vehicles are expected to know about the condition of the vehicle. If, for example, they find that the vehicle is consuming too much petrol or oil which may be due to poor compression of the engine, they may immediately send a report to the officer-in-charge of the vehicle. The concerned officer should immediately write to the Automobile Engineer for early inspection of the vehicle. In case the Automobile Engineer is not able to inspect and report on the condition of the vehicle immediately, the concerned officer can go through the last inspection report of the Automobile Engineer which will give an idea of the condition of the vehicle and, if necessary, he may admit the vehicle in the local approved workshop and obtain full details of repairs that are needed. If the Collector is satisfied that the vehicle is in need of major repairs, he should submit the proposals to the Board of Revenue (Land Revenue) which should contain information on the following:—

(1) Registration number of vehicle with make.

(2) Total miles covered up to the date.

(3) The nature of repairs to be carried out as recommended by the technical authorities together with approximate cost of repairs.

(4) Previous repair expenditure incurred on the vehicle during the last two years excluding wages of the drivers, cost of petrol and oil, tax, cost of tyres and tubes, etc.

(5) Date of last major overhauling of the engine, if any, together with its cost quoting the reference number and date of the authority which sanctioned the expenditure.

(6) Number of miles done after last major overhauling of the engine.

The above particulars should be sent along with the copy of the last inspection report of the Automobile Engineer. In such self-contained proposals are sent, will be possible for the Board of Revenue to scrutinize the papers to pass final orders expeditiously wherever possible, i.e., in cases where the expenditure is within the Board's limit and address the Government for sanction without delay when the expenditure is beyond Board's financial powers. The Automobile Engineer, Central Workshop, Madras and the Automobile Engineer, Regional Workshop, Tanjore should give technical assistance to the Collectors and other departmental officers in this respect by sending proper estimates of repairs to the concerned officers as and when called for and also incorporate the above particulars in the periodical inspection reports indicating separately, the cost of labour and the cost of spare parts.

XIX. *Powers of sanctioning expenditure and repairs, etc.*—The powers of administration sanction for repairs, etc., to the vehicles will be as follows:—

Block Development Officers—Rs. 200 per annum per vehicle.

Revenue Divisional Officers—Rs. 500 per annum per vehicle.

Collectors—Rs. 200 at a time subject to a ceiling of Rs. 300 per mensem.

Board of Revenue—Rs. 1,000 at a time, subject to the condition that the expenditure on any vehicle does not exceed Rs. 2,500 during a period of six months.

Sanction of the Government should be obtained for expenditure in excess of these limits.

XX. *Purchase of spares.*—The officer-in-charge of the Central Stores, No. 38, Mount Road, Madras-6, has been supplied with a large quantity of spare parts exclusively for the use of the Rural Development Projects vehicles. All spare parts required for the vehicles should, as a general rule, be obtained from the officer-in-charge of the Central Stores, who will arrange to supply either from the reserve stock of this department or procure them under the most favourable conditions. Generally the need for replacements can be anticipated and the Automobile Engineers will be inspecting the vehicles periodically and indicating the parts which need replacement. But in special cases when such replacement is necessary to keep the vehicle in running condition, the Collectors, and Revenue Divisional Officers may authorize local purchase of parts costing up to Rs. 25 at a time. This provision is only meant to see that for want of some minor parts a vehicle is not kept off the road for days, while the officer-in-charge of Central Stores is addressed.

XXI. Major repairs will be done as far as possible in the Central Workshop, Madras, or Regional Workshop, Tanjore. But minor repairs may be done at local workshops. The Board of Revenue will draw up from time to time a list of approved workshops in each district in which the repairs and servicing of the vehicles are to be got done except in cases where repairs and servicing are undertaken by departmental men such as technical staff of the State Road Transport

Organization. The Collectors should arrange for the payment of bills of the approved workshops after they are checked and certified by the Automobile Engineers or the State Road Transport Officer as the case may be, and satisfying themselves that the rates charged are reasonable with reference to the schedule of rates that have been prescribed for various items of work by the Board of Revenue (Land Revenue). There should be no avoidable delay in the execution of repairs as also in arranging payment of bills.

XXII. *Tyres and tubes.*—Tyres and tubes should be obtained only through the State Transport Officer, Board of Revenue (Land Revenue), who is one of the direct demanding officers under the rate contract entered into by the Director-General of Industries and Supply, Government of India. The indents should contain full details about the need for replacing the tyres and tubes and mileages covered by them, etc. Normally, tyres are expected to serve about 15 to 20 thousand miles and any performance below this construed as unsatisfactory and necessary investigation should be made. Cases of premature tyre failures or bursts due to any manufacturer's fault, should be reported to the State Road Transport Officer who will take action to get the tyres examined and arrange for the replacement by addressing the concerned companies. Before any tyre is replaced, the question of getting it retreaded at the appropriate time should also be considered and the tyre got retreaded, if feasible. The officers inspecting the vehicles periodically will be advising the officers concerned as to when and how the tyres should be got retreaded. The need for replacement of tyres and tubes can be aniticipated well in advance and therefore if the officers-in-charge take prompt and timely action, local purchase will not be necessary in any case.

XXIII. *Batteries.*—Every battery is carefully maintained should normally last for about 10,000 miles or for a period of one year. The requirements and replacements of batteries can easily be anticipated well in advance and there can be no difficulty in procuring them through the officer-in-charge of the Central Stores as it will be safer and economical. Indents for batteries should therefore be sent to the officer-in-charge of Central Stores, Madras-6, indicating clearly the period served by it and the mileage covered. But in cases of sudden failure when a battery has to be got immediately replaced, the Collector may have the battery tested in an approved workshop and after obtaining a certificate from the company on the need for replacement, purchase a battery locally. In the exceptional circumstances in which a local purchase is made, the matter should be referred to the Board of Revenue (Land Revenue) who will be the authority competent to ratify the action.

XXIV. *Unserviceable parts—Accounting and disposal.*—A register of unserviceable articles should be maintained in Form No. XVI appended to the Civil Supplies Accounts Manual and it should be filled up as and when parts are condemned or removed after due wear and tear. They should be disposed of in sale in public auction as and when sufficient spares are accumulated. These articles should be produced before the Automobile Engineer or the State Road

Transport Officer as the case may be, during their inspections of vehicles and after their certification as unfit for further use, should be disposed of in auction giving due and wide publicity. They may be disposed of either locally or at a place recommended by the above inspecting officer or in the manner that may be prescribed by the Board as and when necessary.

XXV. *Accidents.*—All Government-owned vehicles are exempt from third party risk insurance and the Government have to settle the claims, if any, arising out of the accidents in which departmental vehicles are involved in the same way as the private companies with which motor vehicles are generally insured. The Additional Development Commissioner, Public (Rural Development Projects) Department, will take necessary action in the matter on receipt of reports.

As soon as a vehicle is received by an officer he should prepare in duplicate a 'C' Form certificate and submit it to Government, for authentication. The form is given in Annexure E. One copy will be returned for record in his office.

A register of accidents should be maintained with full particulars of accidents in Form No. XVII appended to the Civil Supplies Accounts Manual. A preliminary report of an accident should be sent immediately to the Additional Development Commissioner, intimating at the same time to the nearest Police authorities also the occurrence of the accidence. Subsequently, a detailed report with reference to the result of the Police investigation, etc., should be sent to the Additional Development Commissioner from time to time.

XXVI. *Register of attendance for vehicles.*—A register of attendance should be maintained in respect of the motor vehicles of the Rural Development Projects Department to ensure that the necessary rebate or refund of taxes is obtained for the days the vehicles were off the road in Form No. XVIII appended to the Civil Supplies Accounts Manual.

XXVII. *Taxation and refunds.*—Quarterly taxes will have to be paid for all the vehicles of the Rural Development Projects Department. Whenever a motor vehicle is not put into use during the course of the quarter immediate action should be taken for obtaining the refund of taxes proportionately by addressing the concerned taxation authorities,

ANNEXURE A.

Name of the Driver.

Type of vehicle.
Number of engine.
Registration number.

Log Book.
Office of the Project Executive Officer.

Office of the Assistant Project Officer.

Date	Starting Timings.	Mileage.	Arrival Timings.	Arrival Mileage.	Number of miles run.	Details of places travelled.	Purpose of the Journeys and persons who travelled in the vehicle.	Petrol Account. Date of purchase.	Petrol Account. Quantity purchased.	Initials of the immediate Officer.	Attestation by Superior Officer during inspection.	Remarks.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)

SERVICING, REPAIRS, ETC.

(1) Dates of Servicing.	(2) Date on which the vehicle went out of order.	(3) Nature of repairs.	(4) Date on which the vehicle was sent for repairs.	(5) Date of return of the vehicle after repairs.	(6) Replacement of equipment or parts.	(7) Cost of servicing.	(8) Cost of repairs and replacements.	(9) Reference to the Bill accepted or paid.	(10) Initials of the Officer.	(11) Remarks.

ANNEXURE B.

Stock Register of Motor Vehicles.

Office of the Project Executive Officer.

Office of the Assistant Project Officer.

Office of the Block Development Officer.

1. Type of the motor vehicle—

   Jeep

   Ford Pick Up Truck

   Medical Health Van.

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2 Description of the vehicle.
(Colour of the paint, number of engine, chasis number, etc.)

3 Registration number of the vehicle.

4 Date of purchase

Date on which it was taken charge.

5 Date on which put on road.

6 Dates of original issue and renewal of licence, etc

7 Other particulars (if any).

ANNEXURE C.

ACCOUNTING FOR SPARE PARTS AND ACCESSORIES.

Serial number.	Name and description of spare parts and tools received or purchased.	Quantity received.	Date of receipt or purchase.	Quantity issued.	Date of issue.	Acknowledgement of the driver.	Balance.	Remarks.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

ANNEXURE D.

RECORD OF BATTERY.

Make. Manufacturer's No.

Date of fitting.	Milometer reading.	Number of miles run since last rest.	Remarks.

Record of Tyres.

Serial number.	Size.	Make.	Speedometer reading: Put on	Speedometer reading: Removed.	Total miles run.

ANNEXURE E.

"C" FORM CERTIFICATE.

[*Motor Vehicles Act, 1939 (Rule 12).*]

Certified that the motor vehicles of the following description :—

Register number

Make

Class

Colour of body

Is the Property of the Government of Madras.

This Certificate is valid up to unless cancelled in the meanwhile.

On behalf of the Government of Madras.

(Designation)

Deputy Secretary to Government.

Public (Rural Development Projects) Department.

COMMUNITY DEVELOPMENT PROGRAMME—JEEPS SUPPLIED TO BLOCKS—CONSUMPTION OF PETROL IN EXCESS OF UPPER LIMIT FIXED—INSTRUCTIONS—ISSUED.

In the Memorandum cited the upper limit for the consumption of petrol by the jeeps supplied to the Blocks was fixed as 60 gallons per month. From the audit reports of the Accountant-General, received by Government from time to time, it is observed that in several blocks, the consumption of petrol has been in excess to the limit prescribed during most months the excess was got ratified by the Collectors as a matter of course. The limit of 60 gallons has been fixed after full consideration of the requirements for journeys in the block. The jeeps are not to be taken outside the Block areas except for special reasons according to the orders in G.O. Ms. No. 2651, Public (RDP), dated 4th August 1956. Therefore the limit laid down should not ordinarily be exceeded. The Block Development Officers are therefore requested to see that the limit is not exceeded, by observing strict economy in the use of the jeeps. Consumption of petrol in excess of 60 gallons can be only in exceptional cases. The Collectors are informed that they should carefully examine the reasons furnished for excess consumption and take suitable action wherever the reasons given are not satisfactory to ensure that such things do not recur. Ratification should be accorded only if satisfactory reasons are given and not as a matter of course.

[Memorandum No. 145344, R.D.P. VII/56-1, Public, dated 18th December 1956.]

COMMUNITY DEVELOPMENT PROGRAMME—MOTOR VEHICLES—MAINTENANCE OF REGISTERS—LOG BOOKS—PRINTING AND SUPPLY OF—FORMS—ORDERS—ISSUED.

Orders have been issued in the Government Order read above, prescribing the following registers and reports in respect of motor vehicles supplied under the Community Development Programme.

(i) Stock register of Motor Vehicles :
  (a) Accounting of spare parts and Accessories,
  (b) Record of tyres and Batteries,

(ii) Petrol register,

(iii) Expenditure register,

(iv) Register of unserviceable articles,

(v) Register of accidents,

(vi) Register of attendance of vehicles,

(vii) Quarterly physical verification reports,

(viii) Monthly reports on the condition of the vehicles.

There are at present over 100 vehicles and more are to be received from the Ministry of Community Development, in due course. The above registers should be maintained for each vehicle. The requirements of forms for opening the above registers will be considerable. The Government, therefore, consider it necessary to get the required number of forms printed and they accordingly direct that the forms for opening the above registers be printed and supplied to the Collectors for distribution to the Block Development Officers and other concerned in their districts.

2. The Government also direct that the log books prescribed in item XIV of the appendix to the Government Order read above should also be printed and supplied to the respective officers on their indents.

3. The Collectors and the State Road Transport Officers, Board of Revenue (L.R.) should intimate the Controller of Stationery and Printing, Madras of their requirements to enable him to print and supply the requisite quantity of forms for registers and log books.

4. Copies of the specimen forms are forwarded herewith to Controller of Stationery and Printing.

[G.O. Ms. No, 1863, Public (Rural Development Project VII), dated 8th June 1957.]

COMMUNITY DEVELOPMENT PROGRAMME—STATION WAGONS ALLOTTED TO COLLECTORS—RULES REGULATING THEIR USE—INSTRUCTIONS—ISSUED.

In continuation of the instructions issued in the Memorandum cited, the Collectors are informed that the rules issued in the Government Order cited will apply to the station wagons allotted to the Collectors subject to the following modifications :—

(i) The Station wagons should not be taken out of the district without the permission of the Government.

(ii) The upper limit fixed for consumption of petrol will not apply to the station wagons with Collectors.

2. The cost of maintenance including pay and allowances of the drivers should be debited to "63-B. Community Development Projects, National Extension Service and Local Development

Works. (i) Community Development Projects—(b) Block Headquarters—10. Maintenance of surplus vehicles retained by Collectors pending allotment to Community Development/National Extension Service Blocks" according to the orders issued in G.O. Ms. No. 3622, Public (RDP), dated 26th December 1957.

[Memorandum No. 9886, Public (Rural Development Project VII/51-3), dated 17th April 1958.]

COMMUNITY DEVELOPMENT PROGRAMME—SALEM DISTRICT—USE OF BLOCK JEEPS BY TAHSILDAR SALEM IN CONNECTION WITH VISIT OF STATE MINISTERS—INSTRUCTIONS—ISSUED.

The Collector of Salem is informed that there is no objection to permitting the use of a Block Jeep by a Tahsildar temporarily in connection with the visit of State Ministers even outside the concerned Block subject to condition that the Block work does not suffer. The cost of propulsion and other incidental charges incurred during such occasions should be debited to "25. General Administration—District Administration—S. General Establishments—A. Collectors and Magistrates—7. Other Charges".

[Memorandum No. 72932/58-2, Public, Rural Development Project VII), dated 2nd August 1958.]

COMMUNITY DEVELOPMENT PROGRAMME—TRANSPORT VEHICLES ALLOTTED TO BLOCK—PROPER MAINTENANCE—INSTRUCTIONS OF THE GOVERNMENT OF INDIA—COMMUNICATED.

A copy of the letter cited together with the set of instructions enclosed thereto is communicated to all Collectors and Block Development Officers for information and guidance. They are requested to strictly adhere to the instructions to ensure long life for the vehicles. They are also informed that the question of replacement of the vehicles will be considered normally only after a period of 10 years from the date of original supply.

The State Road Transport Officer, Board of Revenue (Land Revenue) is requested to scrutinise the instructions and indicate to Government, any further additions, if he considers necessary.

[Memorandum No. 128755/58-1, Public (Rural Development Project VII), dated 18th November 1958.]

Copy of letter No. 124/58-S. from the Government of India, Ministry of Community Development, New Delhi, dated 15th October 1958, addressed to the Development Commissioner of all State Governments and Union Administration except Andaman and Nicobar Islands, NEFA and Jammu and Kashmir.

TRANSPORT PROVISION IN BLOCKS.

In continuation of this Ministry's letter No. 124/58-S, dated the 4th August 1958, on the above subject, I am to state as follows:—

(1) No further equipment, including transport vehicles will be imported by this Ministry for supply in the blocks. Therefore, State Governments have to maintain and use the vehicles already supplied very carefully so that the life of the vehicle is prolonged.

(2) If any further vehicles are required for the development blocks (as replacement of unserviceable vehicles or otherwise) they will have to be purchased under the " rupee provision " in the blocks budget, having regard to the fact jeeps are in short supply at present.

(3) The condemnation of the jeep should be based on the life of the vehicle calculated from the date of its supply to the block and not from the date of inauguration of the block.

(4) Normal life of a jeep, station wagon or pick-up truck should be not less tha 10 years, and barring serious damage to the engine in any accident a jeep engine can function properly for more than 15 years.

(5) The above facts may please be kept in view while considering condemnation of the vehicles as unserviceable.

2. A set of instructions prepared by this Ministry's technical officer in the proper maintenance of jeeps is enclosed herewith for guidance. State Governments may also consult technical officers available at headquarters and issue comprehensive instructions to the Block Development Officers on the subject to ensure long life of the vehicles. State Governments are, therefore, requested to review the supply position of vehicles in the existing blocks up to the end of 1958 as requested in the circular referred to above and indicate the number of surplus vehicles available for supply for the blocks to be opened during years **1959 to 1961**.

This may kindly be acknowledged.

INSTRUCTIONS.

Maintenance and Servicing instructions presumably are available with the State Governments. However, for the benefit of the State Governments some general instructions have been compiled. If these instructions are followed, the life of the jeeps may be enhanced. The instructions have been given in the order these should be followed. The Block Development Officers or his representatives should ensure that the drill mentioned for taking the vehicles out and checking them after return are followed in a routine fashion. One day in a week should be set aside to carry out the detailed checking of the parts as laid down in the instructions. The defects encountered, however small, must be got rectified, before vehicles are taken out for use. It must be remembered that the terrain where these vehicles are to be used would magnify these defects leading to the complete break-down of the vehicles. Proper adherence to these instructions would ensure the maximum serviceability of the jeeps. The resources of our country in the matter of motor transport, their

spares are limited and it is, therefore, imperative that all those entrusted with the care and use of Motor Transports exercise greatest vigilance to ensure that vehicles are properly maintained and defects rectified, before these are put on the roads.

(A) *Before taking the vehicle out*—

(1) Radiator should be full of water and inspect that there are no leaks.

(2) Engine oil level is correct and the oil pressure gauge is correctly working.

(3) Petrol gauge is working correctly and the petrol system is O.K. and there are no leaks.

(4) Tyre pressure is O.K. and there are no serious cuts on the tyres.

(5) Light, horn, self-starter, all work correctly and battery ammeter registers charging.

(B) *On return from duty*:—

(1) attend to any defect noticed during the day's work.

(2) Clean and ensure his vehicle is ready for the road.

(C) *Maintenance day work schedule*.—One day in a week must be set aside for general check-up and maintenance purposes. The following checks should be carried out:—

(A) *General check*—

(1) Check tightness of the steering box on frame, steering linkage, tie rod, push rod, and drop arm. Tighten all loose nuts that are not split pinned. Rectify loose split pin nuts. Examine road springs for broken leaves or flat springs. Check spring U bolts for tightness, check wheel nuts for tightness.

(2) *Engine*.—With engine running listen for gas leaks in exhaust manifold, exhaust pipe connections, cylinder heads, and plugs and plug washers. Check oil leaks from engine (sump and tinning case). Check compression with starting handle, check all bolts and nuts. Check for all noises that are listened and rectify .

Engine cooling system.—With engine running remove radiator cap and watch circulation, if none, rectify the defective impeller. Note a general cleanliness of water, if sol is visible, in radiator neck, cylinder head gasket may be defective. It should be rectified, check radiator mounting and supports. Tighten supports if necessary, check drainage cock, and examine it, and also check radiator for any leaks, check hose pipe connections and flinges for leaks and rectify if any defect is encountered, clean between radiator tubes. Check water pump impeller gland for leaks and rectify the defects if encountered. Check fan and fan belt and bearing. Adjust fan belt if loose. Rectify if fan bearings are defective.

Fuel and carborettor.—Start engine and check for leaks in fuel line. Rectify if defects are noticed. Check all union nuts. Check for leaking tap, seams and drain plug and rectify. Check tank mounting and tighten, if necessary clean filters. Check corburettor and if flooding rectify check carburettor control.

Ignition system.—Examine for defective plugs and broken insulators, and replace the defective ones. Examine High tension beads for cracked insulation and see they are not touching hot parts of the engine. If engine is not running smoothly examine for oily plugs. Clean and check gap of plugs. Keep ignition system free from oil, grease and dirt (wipe with petrol moistened cloth).

Steering, front and rear axles and spring.—Jack up front axles, check play in wheel bearings and kings pins. Rectify defects if encountered. Check for bent steering arms, track arms, bent track rods or bent axles. Examine spring clips, tighten if loose and change if broken. Turn wheels and examine for binding brake drums and rectify if defective. Check tyre wears for unevenness.

Transmission wheels and brakes.—Check clutch pedal for free movement. Check for play if there is no play, rectify. Examine grease gaiters on propeller shafts (if fitted) and rectify if defective check for loose nuts and bolts and tighten. Check for oil leaks from gear box and axle casing and tighten all bolts and nuts. If leaks persist rectify. Check all wheel nuts for tightness and change all defective nuts or studs.

Check brake pins and connections. Ensure all split pins are secure. Check brake cross shaft brackets, (if fitted). Tighten brackets bolts and nuts of loose. Jack up wheels, clepness brake pedal and release. Check whether wheels are price, if binding, rectify. Check hand-brake ratchet (this should not jump off when pulled hand on). Examine brake drums externally and rectify if oil leaks.

Electric system.—Start engine and note ammeter reading. If not charging, rectify. Check dynamo and self-starter mountings, tighten if loose. Check dynamo drive, if bolt is loose adjust. Check visible electric leads for loose connections. Check particularly self-starter connections. Check acid level in battery. Clean all erosion off battery terminals with wet cloth. Smear well with vasiline or petrolium jelly. Replace badly corroded, terminals clamps bolts and nuts.

Frame and body.—Check body bolts and tighten if loose. In particular loose nivels be checked and rectified. Check for broken or cracked body numbers and get them replaced or rectified .

[Memorandum No. 128755/58-1, Public (Rural Development Projects VII), dated the 18th November 1958.]

COMMUNITY DEVELOPMENT PROGRAMME—MOTOR VEHICLES SUPPLIED TO BLOCKS—BILLS RELATING TO REPAIRS AND REPLACEMENT OF PARTS—PAYMENT—PROCEDURE—REVISED ORDERS—ISSUED.

With a view to eliminate delay in the payment of bills relating to minor repairs to and servicing of the vehicles supplied to the

Blocks and in the supply of tyres and batteries, it has been suggested that the Collectors may be empowered—

(i) to pass the bills without reference to the Automobile Engineers up to a limit of Rs. 200; and

(ii) to sanction the local purchase of parts like tyres, batteries, etc., as soon as the normal period of use is over, at the scheduled rates.

The suggestions have been examined in consultation with the Board of Revenue (Land Revenue) and the following orders are passed :—

(i) The officers under whom the vehicles are working should take timely action in regard to the payment of bills to private companies and replacement of any parts. The relevant files should be disposed of expeditiously at all stages.

(ii) Bills relating to servicing and minor repairs, amounting to Rs. 100 or less need not be sent to the Automobile Engineers concerned for scrutiny before payment. But copies of such bills paid in each case should be made available for scrutiny by the Automobile Engineers and the State Road Transport Officer during their visit to the District for periodical inspection of the vehicles. Bills over Rs. 100 and up to Rs. 250 should be got scrutinised by the Automoblie Engineers before payment and those exceeding Rs. 250 sent to the State Road Transport Officer, for scrutiny before payment. It should, however, be ensured that payment should be made in all cases, only after obtaining sanction from the competent authority.

(iii) The indents for the supply of tyres, tubes and batteries need not be sent through the Collectors but they may be sent direct to the State Road Transport Officer with copies to the Collectors. The other spare parts required for the vehicles should necessarily be obtained from the Officer incharge of Central Stores, Madras.

The orders issued in the Government Order read above shall be deemed to have been modified to this extent. This delegation of powers will be reviewed after a year.

[G.O. Ms. No. 3158, Public, (Rural Development Project VII), dated the 21st November 1958.]

COMMUNITY DEVELOPMENT PROGRAMME—JEEPS SUPPLIED TO BLOCKS—MOVEMENT OUTSIDE THE BLOCKS—FURTHER INSTRUCTIONS—ISSUED.

According to the instructions issued in item III of the Appendix to the Government Order read above, the Jeeps supplied to the Blocks should not be taken outside the Block areas except in certain emergencies when the prior permission of the Collectors

should be obtained. But, of late, it is observed that the practice of using the Jeeps outside the Block areas without obtaining prior permission and obtaining ratification therefor *post-facto* as a matter of course, is steadily on the increase. The Government, therefore, wish to stress once again that the vehicles supplied to the Block staff should, on no account, be diverted for use outside the Block areas. Where, however, any jeep is required for use outside in a particular emergency, the prior sanction of the Collector or the Government should be obtained and such diversion should be limited to a few days. It should be ensured that *post-facto* approval of the Collectors or the Government, as the case may be, sought for only in very exceptional cases and normally prior approval should be obtained.

Further, in the Government Order read above, the Collectors were required to send monthly reports to Government, furnishing the number of occasions on which the Block Jeeps were permitted to be used outside the Blocks during the previous month. The desirability of discontinuing the reports due to Government has been examined. The Government, after careful consideration direct that the monthly reports due to Government should in future contain only the particulars relating to the movements outside the Districts. Regarding the *movements outside the Blocks but within the Districts*, the Collectors should continue to obtain the monthly reports from the Block Development Officers, *review the position every quarter based on those reports and send a copy of the review to the Government*. In the review cases in which ratification (as contrasted to prior approval) was given by the Collectors or the Government should be indicated with reasons therefor. If the reasons furnished for any such movement are considered not satisfactory they may take such action against the Block Development Officer concerned as deemed fit to avoid recurrence of such a practice. The fact should also be explained in the review.

[G.O. Ms. No. 3246, Public (Rural Development Project VII), dated the 28th November 1958].

COMMUNITY DEVELOPMENT PROGRAMME—JEEPS SUPPLIED TO BLOCKS—CONSUMPTION OF PETROL —UPPER LIMIT FIXED—EXCESS—RATIFICATION BY COLLECTORS—FURTHER INSTRUCTIONS—ISSUED.

In paragraph XIV (*d*) in the appendix to the Government Order cited, the upper limit for the consumption of petrol has been fixed as 60 gallons in respect of each Block Jeep, per month and the Collectors have been authorised to ratify any excess consumption. In the memorandum cited, the need for keeping consumption within the limit was stressed and the Collectors were informed

that they should not sanction or ratify excess consumption as a matter of course.

2. It has been suggested that some limit may be fixed for the excess quantity of petrol to be ratified by the Collectors in view of the fact that the excess consumption of petrol is sometimes abnormal and far above the ceiling. The Government after careful consideration of the suggestion, have decided that it is not necessary to prescribe any limit for ratification by Collectors, and that they can themselves ratify any excess consumption after fully satisfying themselves that the jeeps have been used for Community Development work only within the rsepective Block Area and that there had been no misuse of the jeeps.

3. The Collectors should, however, take all steps necessary to ensure that the limit is not ordinarily exceeded. Ratification should be accorded only if adequate reasons are furnished and *not* as a mater of course. They should carefully examine the reasons furnished for the excess consumption and take suitable action wherever the reasons given are not satisfactory, to avoid abnormal and frequent excess consumption. If any Block exceeds its quota for three months running, the explanation of the Block Development Officers concerned should be called for and dealt with suitably. Cases where the limit is exceeded by 30 gallons in any month will have to be specially explained by the Block Development Officers. It should also be made clear to the Block Development Officers, that the cost of petrol consumed in excess of the ceiling will be recovered from the Block Development Officers themselves provided their explanation therefor is not satisfactory. Delay on the part of the Block Development Officers to submit ratification proposals immediately after the close of the respective month should also be viewed seriously.

[Memorandum No. 100635/58-5, Public, (Rural Development Project VII), dated the 22nd January 1959.]

COMMUNITY DEVELOPMENT PROGRAMME—JEEPS SUPPLIED TO BLOCKS—MOVEMENT OUTSIDE THE BLOCK AREAS.

The attention of Collectors is invited to instructions issued in the Government Order cited. The principle that the Block jeeps should be used within the Block area only and that too for Community Development work should be strictly followed. This has become all the more imperative in view of the fact that the Government of India have now stated that no further supply of vehicles will be made. They have further stated that the jeeps supplied to the Blocks should be able to serve for a period of atleast 10 years. Under these circumstances, the use of Block jeeps for work connected with Seminars, conferences and visits of very important personages and high officials should normally be done under the specific authorisation of Government. Under no

circumstances can this principle be departed from. The fact that there is no "revenue jeep" available in the district can be no justification for the utilisation of Block jeeps, outside the Block limits.

[Memorandum No. 136127/58-1, Public (Rural Development Project VII), dated the 22nd January 1959.]

COMMUNITY DEVELOPMENT PROGRAMME—JEEPS SUPPLIED TO BLOCKS—PROPER MAINTENANCE OF LOG BOOKS—SURPRISE CHECK BY REVENUE DIVISIONAL OFFICERS—INSTRUCTIONS—ISSUED.

It has come to the notice of the Government that log books relating to the use of Jeeps are not correctly maintained by the Block Development Officers. An instance has come to the notice of Government wherein on almost all days the jeep was shown as having been away from the Block headquarters for more than 12 hours. Evidently the work done on many of these days could not possibly have occupied this length of time. With a view to ensure correct entries being made in the log books, it has been suggested that the Revenue Divisional Officers may be instructed to check, by surprise, the log books maintained by the Block Development Officers and to take necessary action wherever the entries in the log book are found to be incorrect. The Government accordingly direct that the Revenue Divisional Officers should inspect the log books maintained by the Block Development Officers, by surprise, and take necessary action against those who have made incorrect entries in the log books or have used the Jeeps indiscriminately in contravention of the Government instructions issued from time to time. The Collectors may also make such surprise checks whenever they visit the Blocks.

[Memorandum No. 41731/59-1, Public. (Rural Development Project VII), dated the 31st March 1959.]

COMMUNITY DEVELOPMENT PROGRAMME—JEEPS SUPPLIED TO BLOCKS—USING BLOCKS JEEPS FOR TRIPS TO DISTRICT AND DIVISIONAL HEADQUARTERS—INSTRUCTIONS—ISSUED.

It has come to the notice of the Government in the recent past that certain Block Development Officers have been using their jeeps for trips to District and Divisional Headquarters and other places in connection with routine purposes, such as meeting of officials for normal consultations, etc. Collectors are aware that the jeeps are meant for visiting inaccessible areas in the Blocks and that the jeeps should not normally be used for trips which ought to be performed by public conveyances (at lesser cost to Government). The Collectors are, therefore, requested to issue instructions to the Block Development Officers to ensure that for routine purposes like visits performed in connection with the meetings, etc., Block jeep should not be used and that the available public

conveyances like buses and trains should be resorted to. While ratifying the movements of jeeps outside the Block area, the Collectors are requested to bear this in mind and take such action as may be necessary to put down misuse of the Blooks Jeeps.

[Memorandum No. 59044/59-1, Public, (Rural Development Project VIII), dated the 15th May 1959.[

COMMUNITY DEVELOPMENT PROGRAMME—MOTOR VEHICLES ALLOTTED TO BLOCKS—PROPER MAINTENANCE—INSTRUCTIONS—ISSUED.

In continuation of the instructions issued in paragraph XI of Annexure to the Government Order cited and Memorandum cited, the following further instructions are issued with regard to the duties of jeep drivers. The Collectors of Districts and the Block Development Officers are requested to strictly adhere to the instructions.

Driver's daily tasks.—

(1) Clean the vehicle both inside and outside.

(2) Check up water level in the radiator, oil level in the engine sump, and top up, if necessary.

(3) Check up tyre pressures; remove flints, nails, etc., if any embedded on the tyers and ensure that there are no cuts or damages.

(4) Check up complete petrol-line from the petrol tank to the carburator and make sure that there are no visible leakage of petrol.

(5) Have a quick look round the vehicle and see that there is nothing wrong especially with the wheel nuts, road springs, etc.

(6) Start the engine, check up whether dynamo is charging.

(7) Also make sure that oil and temperature guage are in working order. Check up whether lights, electric horn and wind screen wipers are in working conditions.

(8) Listen for any misfiring of engine cylinders. The steady beating of the engine can be very clearly listened to from the rear end of the silencer tail pipe.

(9) Move the vehicle for a short distance and make sure that the clutch gear brakes both foot and hand and speedometers are in working order. Ensure there is enough petrol in the tank for the journey. After performing all the above tasks, the vehicle may be kept ready for the journey.

2. A day in a week should be set apart as ' maintenance day ' for every vehicle. On that date, the driver may be instructed to carryout the following maintenance tasks :—

Weekly tasks.—

(1) Wash the vehicle with water, clean and kerosene, and grease all nipple points.

(2) Check up oil level in the engine, air cleaner, gear and transfer case, differential assembly, steering knuckle housing and steering box and top up wherever necessary.

(3) Check up battery by following the procedure outlined below :—

(a) Brush or clean the top of battery before vent caps are removed ;

(b) Remove or unscrew filler plugs or caps and check up and electrolyte, level in all the cells, add distilled water if required to a level of 1/4 inch above the plates. After filling the cells with distilled water, screw tightly in position the filler plugs ensuring that holes in the vent caps are opened and not blocked.

(c) Examine battery connections both position and negative terminals and the battery posts. Ensure that they are clean and not corroded and make sure that the terminals connected to the posts are tight and smear grease or vaselene over the battery connections to prevent corrosion.

(d) Check up that the battery holding down bolts are tight and the battery is secure on its crating.

(e) During monthly servicing, check up specifit gravity as well as voltage and make a record of these things in the register prescribed for battery maintenance.

(4) Check up all bolts and nuts and tighten if necessary those which are not having splitpins.

(5) Examine all four road springs or broken leaves or flat springs. Tighten centre bolts, U. Clamps, U. Clips. In case of any defects, this should be got rectified in the nearest workshop.

(6) Jack up all the four road wheels and check up for loose wheel bearings, worn out King-pins or knuckle pin and bearings. Excessive or undue play in the wheel bearings or king pins, or leakage in the oil retainers should be rectified at the earliest opportunity in a workshop.

(7) Rotate all four wheels and ensure they are free and not bliding, and check up tyre-pressures remove flints, nails, etc., embedded on the tyres.

(8) Check up complete fuel line from the petrol tank down to the carburator ; any loose units should be tightened carefully and any leakage rectified.

(9) Check up water in the radiator, radiator hose for leakage and tighten hose clips.

(10) Ensure that all Ignition plugs are tightly fixed and that the electrical wirings and ignition heads are free from dust and oil. Any bare wire or lead should be properly insulated.

(11) Check up fan belt for fraying or excessive play. Check up whether dynamo is charging.

(12) Check up lights.

(13) Start engine and listen for misfiring of cylinders of engine; the steady beating of an engine in good condition can be heard even by a layman from the tail end of the silencer. Check up whether the temperature and oil guage is in working order.

(14) Road test the vehicle and ensure that all the meters including speedometers, brakes, gear and clutch are all in working condition.

(15) Clear body including seats and smear the outer body with engine oil or coconut oil so that the paint work may not fade away.

Any defects noticed while carrying out the above tasks should be brought to the notice of the workshop outhorities for rectification.

It is suggested that daily and weekly tasks that will be carried out to the vehicle by the driver are recorded in a register which should be scrutinised and maintained by the Officer. In addition to the daily and weekly tasks, it is essential that the vehicle should be sent for monthly servicing, when the vehicle will undergo high pressure cleaning and greasing in approved or Government workshops.

(Memorandum No. 113123/R.D./VII/59-1, Rural Development and Local Administration (R.D. VII), dated 26th September 1959.)

COMMUNITY DEVELOPMENT PROGRAMME—MOTOR VEHICLES—CONSUMPTION OF PETROL—PROCEDURE FOR PAYMENT OF PETROL BILLS—INSTRUCTIONS—ISSUED.

According to paragraph XV(d) of the Annexure to G.O. Ms. No. 2950, Public (RDP), dated 5th September 1956, the Block Development Officers should close the petrol register and effect an agreement between the total petrol drawn and the quantity purchased during the month. The supplier's bill when received should be verified with the petrol register and the correct quantity certified by the Block Development Officers. It was also ordered that an abstract of purchases made for each month should be prepared, giving reference to the name of the supplier number of gallons supplied by him, the rate per gallon, the total amount and the contigent bill number in which the amount is paid. The Accountant-General, Madras, has stated that the procedure referred to above does not afford adequate safeguard against double payment of petrol bills as payments are generally made after some delay and there is no record of payment of petrol bills either in the petrol register or in the Log Book of the jeep. He has, therefore, suggested that the fact of payment of petrol bills with the number and date of bill in which the amount was drawn should

also be recorded in the petrol indent book and a cross reference to this indent book given in the petrol register maintained in the block so that the correctness of claims as and when they are preferred may be checked effectively.

2. The Government accept the suggestion of the Accountant-General and direct that in future, action as suggested by the Accountant-General should be taken by the Block Development Officers.

[Memorandum No. 37433/RDXI/60-1, Rural Development and Local Administration, dated 24th March 1960.]

COMMUNITY DEVELOPMENT PROGRAMME—JEEPS—ALLOTTED TO BLOCKS—USE BY REVENUE DIVISIONAL OFFICERS OUTSIDE BLOCK AREAS—INSTRUCTIONS—ISSUED.

According to the orders issued in the G.O. cited, a jeep of a block cannot be taken outside the block area without the specific permission of the Collector of the district concerned. It is brought to the notice of the Government that Revenue Divisional Officers, who are associated with the Community Development Programme, find it necessary to take the jeep of a block, in their revenue divisions, to another block when the vehicles of the other block is not available. The Government after careful consideration, permit the Revenue Divisional Officers to take the jeep of a block to any other block within their revenue divisions for work connected with the Community Development Programme, without the orders of the Collectors of the districts concerned. The Revenue Divisional Officers should not delegate this power to the Block Development Officer or any of their subordinates.

(Memorandum No. 64657/P-5/60-2, Rural Development and Local Administration, dated 13th May 1960.)

COMMUNITY DEVELOPMENT PROGRAMME—MOTOR VEHICLES SUPPLIED TO BLOCKS—BILLS RELATING TO REPAIRS AND REPLACEMENT OF PARTS—PAYMENT—FURTHER CONTINUANCE FOR FIVE YEARS—INSTRUCTIONS—ISSUED.

In G.O. Ms. No. 3158, Public (RDP), dated 21st November 1958, powers were delegated to officers for the payment of bills relating to repairs to and servicing of the vehicles supplied to the blocks and supply of tyres and batteries. It was also ordered that the powers delegated would be reviewed after a period of one year. The period of one year is over. The Board of Revenue (Land Revenue) considers that there is need for the continuance of the delegation of powers issued in G.O. cited.

2. The Government after careful consideration direct that the powers delegated in the G.O. cited be continued for a period of five years.

3. The Board of Revenue (Land Revenue) is requested to submit proposals after five years to consider the further continuance of the powers after the completion of the period of five years.

(G.O. Ms. No, 438, Rural Development and Local Administration, dated 2nd June 1960.)

COMMUNITY DEVELOPMENT PROGRAMME—MOTOR VEHICLES—JEEPS ALLOTTED TO BLOCKS—CONSUMPTION OF PETROL—CONVERSION OF GALLONS TO LITRES—INSTRUCTIONS—ISSUED.

In paragraph XIV (d) of appendix to G.O. Ms. No. 2950, Public (RDP), dated 5th September 1956, the maximum limit for the consumption of petrol has been fixed as 60 gallons in respect of each block jeep per month. The unit of measurement of petrol has been changed from gallons to litres (1 gallon being equivalent to 4.546 litres). The convenient unit that could be drawn from the petrol pump is five or multiples of five litres. The Government therefore, direct that a maximum quantity of 275 litres, which is the nearest equivalent to 60 gallons, be allowed in respect of each block jeep per month.

(Memo. No. 102201/P-5/60-2, Rural Development and Local Administration, dated 28 July 1960.)

COMMUNITY DEVELOPMENT PROGRAMME—MOTOR VEHICLES SUPPLIED TO BLOCKS—REPAIRS TO VEHICLES—ORDERS ISSUED.

The conference of the Block Development Officers held in July 1959 recommended *inter alia* that Block Development Officers may be empowered to get the (motor) vehicles repaired by authorised workshops straightaway after sending a report to the Workshops with a view to avoid delay in getting orders for sending the vehicles for repairs.

2. The recommendation has been examined, in consultation with the Board of Revenue (Land Revenue), and the following orders are passed :—

(*a*) Whenever repairs are considered essential to the jeeps allotted to Blocks the Block Development Officers concerned should consult the Automobile Engineers in the respective districts, in the first instance, and admit their vehicles either in the Government Automobile workshop, or in a private workshop, and then submit proposals along with the Automobile Engineer's recommendations for sanction of expenditure to the authority concerned.

But in the districts where there are no Government Automobile workshops, the Block Development Officers should consult the local recognised workshop, obtain estimates for the various items of repairs, and forward them direct to the respective Automobile Engineers for scrutiny, if the estimate is within a limit of Rs. 250 and to the State Road Transport Officer, Madras, if the estimate exceeds Rs. 250. The Automobile Engineers and the State Road Transport Officer, Madras, should after scrutiny, return the estimates to the Block Development Officers not later than a week.

(*b*) In cases, where the repairs are to be carried out immediately in the interest of the upkeep of the vehicle and prevention of further damage, the Block Development Officers should obtain the orders of the Collector and arrange for the repairs to be executed in a private workshop or the Government Automobile workshop whichever is readily available, and, at the same time, bring to the notice of the sanctioning authority, the action taken for ratification, if the expenditure on such repairs exceeds the financial limit vested with them.

Cases of the kind referred to in sub-paragraph (*b*) above should be rare, as with normal upkeep and periodical check, cases requiring immediate repairs without sanctioning of estimates should not occur.

3. The orders in the Government Order read above shall be deemed to have been modified to this extent.

(G.O. Ms. No. 734, Rural Development and Local Administration, dated 2nd September 1960.)

COMMUNITY DEVELOPMENT PROGRAMME—MOTOR VEHICLES—CONDEMNATION OF VEHICLES AND REPLACEMENT AND CONDEMNATION OF TUBES AND TYRES—ORDERS—ISSUED.

The Government have framed rules for the condemnation of motor vehicles belonging to the various Government departments in G.O. Ms. No. 1062, Home, dated 5th April 1960. These rules should be followed in respect of the vehicles supplied to the Collectors of districts and the Block Development Officers under the Community Development Programme, subject to the following modifications :—

Condemnation of vehicles supplied under the Community Development Programme will be decided by the Additional Development Commissioner, Madras, after the vehicles have completed 80,000 miles on road or after 10 years from the date of original supply, whichever is later depending upon the condition of each vehicle. The Collectors of districts should, after obtaining a report from the Automobile Engineers concerned, forward their

proposals for the condemnation of vehicles to the Additional Development Commissioner, Madras, through the State Road Transport Officer, Board of Revenue (Land Revenue), Madras. On receipt of orders from the Additional Development Commissioner, Madras, condemning a vehicle, the Collector should arrange for the disposal of that vehicle at the District Headquarters following the procedure laid down in G.O. Ms. No. 2093, Home, dated 24th July 1956 and the instructions of Government issued in this regard from time to time.

The Government also direct that the orders issued in G.O. Ms. No. 1664, Home, dated 4th June 1960, regarding the replacement and condemnation of tubes and tyres should be followed in respect of the vehicles supplied to the Collectors of districts and the Block Development Officers under the Community Development Programme.

3. The above orders will also apply to the vehicles supplied to the Rural Development and Local Administration Department, Madras, and to the Principals, Rural Extension Training Centres.

(G.O. Ms. No. 306, Rural Development and Local Administration, dated 3rd February 1961.)

MOTOR VEHICLES—JEEPS IN BLOCKS—USE BY CHAIRMAN, PANCHAYAT UNION COUNCIL—INSTRUCTIONS.

Under the Madras Panchayats Act, 1958, a Panchayat Union Council is to be formed for each Panchayat Development Block. The first batch of the 75 Panchayat Unions was inaugurated on the 2nd October 1960. The second and third batches of Panchayat Unions will be brought into existence on the 13th April and 2nd October 1961 respectively.

2. The question has been raised as to whether the Chairman of the Panchayat Union Council should be permitted to utilize the Block jeep, supplied to each Block under the Community Development Programme. The Chairman of the Panchayat Union, occupies an important place and has to be accorded the recognition suitable to his status. Government have examined the question of the use of the Block jeep by the Panchayat Union Chairman and direct that the Panchayat Union Chairman may use the Block jeep for official purposes.

3. Under the existing rules laid down in the orders cited above, the monthly consumption of petrol for the Block jeep has been restricted to 275 litres per Block. In view of the increased responsibility of the panchayats, especially with regard to the elementary education, Government now direct that this monthly consumption of petrol limit of 275 litres be raised to 325 litres per month per Block.

(G.O. Ms. No. 380, Rural Development and Local Administration dated 9th February 1961.)

COMMUNITY DEVELOPMENT PROGRAMME—RULES REGULATING USE OF MOTOR VEHICLES—DISPOSAL OF—UNSERVICEABLE ARTICLES—RULES—MODIFIED.

According to rule XXIV of the rules relating to the maintenance of vehicle accounts, etc., appended to G.O. Ms. No. 2950, Public (RDP), dated 5th September 1956, unserviceable parts of the jeeps should be disposed of by sale in public auction, as and when sufficient spares are accumulated, after inspection by the Automobile Engineer, or the State Road Transport Officer, Madras. As there is no mention about the authority competent to confirm the sale, etc., the Collector of Thanjavur has requested that necessary clarifications may be issued in this regard. Government have examined the question in consultation with the Board of Revenue (Land Revenue), Madras, and they direct that the following should be substituted for rule XXIV of the rules in the Appendix to G.O. Ms. No. 2950, Public Rural Development Project, dated 5th September 1956 :—

" *Rule XXIV.*—A register of unserviceable articles removed from the vehicles from time to time should be maintained in the form in Annexure F. These unserviceable articles, which cannot be reclaimed or salvaged and which are certified by the Automobile Engineer of the Government Regional Workshop or the State Road Transport Officer, as scraps during their periodical inspections, should be sold in public auction by the officer-in-charge of the vehicle after giving wide local publicity, such as intimation to local automobile dealers and scrap dealers, putting up notices on office notice boards, etc. They may be sold at convenient intervals either in one lot or in as many separate lots, as may be convenient for the officer to sell and depending on the quantity to be sold. The sale should be knocked down in favour of the highest bidder. As the articles are only sold as scraps no upset price need be fixed for these articles for sale in auction. The sales may be confirmed by the officer himself, who conducts the auction, in all cases in which the total proceeds of the scale is Rs. 100 and below at a time. But in case where the total sale proceeds exceed Rs. 100 the sale may be made subject to confirmation by the next immediate superior officer. The sale proceeds should be credited to the appropriate head of account relating to the Block or the office to which the above articles relate.

ANNEXURE F.

Serial number.	Description of articles.	Quantity.	Date of condemnation.	By whom condemned.	Nature of disposal with authority.	Value realized	Remarks.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

(Memo. No. 76021/P-5/61-6, Rural Development and Local Administration, dated 26th tOcober 1961.)

COMMUNITY DEVELOPMENT PROGRAMME—RULES REGULATING USE OF MOTOR VEHICLES SUPPLIED TO OFFICERS—REPAIRS—POWERS TO SANCTION EXPENDITURE—ORDERS—AMENDED.

According to orders in paragraph XIX of the Government Order cited, the Block Development Officers, Revenue Divisional Officers and Collectors have been empowered to sanction expenditure on repairs to vehicles supplied under the Community Development Programme as follows :—

Block Development Officers—Rs. 200 per annum per vehicle.

Revenue Divisional Officers—Rs. 500 per annum per vehicle.

Collectors—Rs. 200 at a time subject to ceiling of Rs. 300 per mensem.

2. Under the above rule the Collector will be able to sanction an expenditure of Rs. 200 only, at a time, whereas Revenue Divisional Officer may sanction Rs. 500 at a time as no ceiling for expenditure on a particular bill or for the month has been prescribed in his case. The Government direct that the powers of the Block Development Officers and Revenue Divisional Officers to sanction expenditure on repairs per vehicle should be as follows :—

	At a time.	*Per mensem.*	*Per annum.*
Block Development Officers ..	30	50	200
Revenue Divisional Officers ..	50	100	500

3. The order in the Government Order cited will stand modified to this extent.

(G.O. No. 3041, Rural Development and Local Administration, dated 13th November 1961.)

COMMUNITY DEVELOPMENT PROGRAMME—OFFICERS SUPPLIED WITH MOTOR VEHICLES—SCHEME FOR TRAINING IN REGARD TO PROPER MAINTENANCE—APPROVED.

Motor vehicles are being supplied for the use of the various officers in the State and instructions for their proper maintenance are also being issued from time to time. The Board of Revenue has reported that, in spite of the above instructions, there is wide disparity as between the different Government vehicles, in regard to matters like condition of maintenance, amount of repair charges, break-down of major parts, etc. The Board has, therefore, suggested that every officer entitled to the supply of a motor vehicle at the cost of the State may be given a course of practical training in automobile know-how and maintenance at the Regional Workshops at Madras, Thanjavur, Salem and Madurai.

2. The Board of Revenue has also stated that a " Maintenance Bulletin Instructions " will be prepared in the form of a booklet containing complete information as briefly as possible, on the

general working of an automobile vehicle, the various major components or assemblies, the maintenance aspect ,etc., with specific instructions as "Dos and Donts" and that the booklet will be supplied to the officers concerned for study so that with the background of theoretical knowledge thus acquired from the booklet they may go to the Regional Workshops for the practical course. The Board has suggested that the officers may accompany their vehicles, when they are sent for monthly servicing, with prior agreement with the Automobile Engineers concerned, and stay there for two or three days when the Automobile Engineers will show them the actual working of the various components and give them a practical demonstration, with particular emphasis on the preventive, maintenance aspects, etc.

3. The total cost of the scheme will only be the expenditure involved on the payment of daily allowance for the officers for the two or three days halt at the place of training. It is expected that the scheme will, in the long run, save several lakhs of rupees now spent on major and minor repairs and premature condemnation of vehicles. The Government, therefore, accept the proposals of the Board of Revenue and direct that the scheme be taken up for implementation and training given to the Block Development Officers and Principals of Rural Extension Training Centres in Chingleput, Salem, Thanjavur and Madurai districts, in the first instance. The abovementioned officers will be eligible for daily allowance at the rates admissible under the rules for the days of halt at the Training Centres.

(G.O. No. 3090, Rural Development and Local Administration, dated 17th November 1961.)

COMMUNITY DEVELOPMENT PROGRAMME—MOTOR VEHICLES SUPPLIED UNDER COMMUNITY DEVELOPMENT PROGRAMME LENT FOR USE OF OTHER DEPARTMENTS—COLLECTION OF HIRE CHARGES —CLARIFICATION—ISSUED.

According to rule 4 of the rules relating the use of motor vehicles appended to the Government Order cited, whenever vehicles supplied under the Community Development Programme are lent for the use of an officer or officers of other departments, including the Central Government Officers hire charges should be levied as prescribed therein. The hire charges are to be debited to the budget head of the borrowing department concerned and treated as receipts of the lending department.

2. It has now been brought to the notice of the Government that some of the departments to which the vehicles were lent met the cost of petrol from their departmental budgets. As hire charges are collected from the borrowing officer, the cost of petrol, etc., has to be met only by the lending officer. Therefore, in

cases where it becomes necessary for the borrowing officer to purchase petrol, oil, etc., when the vehicle is in his use, he may meet the expenditure from the allotment for the purpose for which the vehicle was hired, but such expenditure should be deducted from the hire charges payable to the lending officer. The borrowing officer should also make entries regarding the mileage of the journeys performed and details of expenditure incurred towards purchase of petrol, oil, etc., in the log book of the vehicle so as to ensure the correctness of the demand for hire.

3. The above instructions will apply to the Headquarters vehicles of Rural Development and Local Administration Department also.

(Memorandum No. 10095/P5/61-3 and Local Administration, dated 25th November 1961).

COMMUNITY DEVELOPMENT PROGRAMME—JEEPS SUPPLIED TO BLOCKS—MONTHLY CONSUMPTION OF PETROL—QUOTA—ENHANCEMENT OF—ORDERS —PASSED.

In G.O. Ms. No. 380, Rural Development and Local Administration, dated 9th February 1961, orders have been issued fixing the monthly consumption of petrol by the Block jeeps at 325 litres. Some requests have been received for some general increase in the monthly quota. Requests have also been received for special increases in respect of Ootacamund Block in Nilgiris district, Ottapidaram and Manur Blocks in Tirunelveli district, Melmalayanur and Nallur Blocks in South Arcot district and Talavadi and Bhavanisagar Blocks in Coimbatore district.

2. The Government have examined the suggestions referred to above and they consider that there is no need for any general increase the maximum monthly consumption of petrol by the Block jeeps.

3. As regards the recommendations of the Collector of Coimbatore they consider that the area of the newly constituted block will be much less than the former Bhavanisagar Block prior to its bifurcation with effect from 1st October 1961. They, therefore, direct that the question of allowing separate quota of petrol for the jeeps of the two newly constituted blocks be deferred for the present. The Collector of Coimbatore is requested to watch the position with the quota of 325 litres now allowed and come up with fresh proposals later after gaining more experience as to the need of the two blocks.

4. As regards the recommendation of the Collector of Nilgiris in respect of the Ootacamund Block, the Government direct that

the ceiling be increased to 400 (four hundred) litres a month taking into consideration the terrain of the land.

5. The other requests for increased consumption are not accepted.

(G.O. Ms. No. 3180, Rural Development and Local Administration, dated 2nd December 1961).

COMMUNITY DEVELOPMENT PROGRAMME—MOTOR VEHICLES—SUPPLIED TO THE BLOCKS—MEETING WITH ACCIDENT—GUARD AGAINST—INSTRUCTIONS—ISSUED.

Recent reports reveal that the number of accidents to block jeeps are on the increase. There is no reason why this should be so. Such accidents involve Government in heavy avoidable expenditure for repairs to those vehicles that meet with accidents. The repairs of damaged vehicles take considerable time, thereby hampering progress in the implementation of the programme.

2. Government therefore consider that steps should be taken to see that these accidents are eliminated. Collectors are requested to issue clear warnings to the Block Development Officers and the drivers to see that these vehicles are handled with due diligence Collectors are also requested to see that in every case of accident, the responsibility of the driver for the accident should be fixed and suitable disciplinary action taken against them including where so justified the recovery of the cost of repairs from the individuals responsible.

(Memorandum No. 5491/P5/62-1, Rural Development and Local Administration, dated 6th April 1962).

PANCHAYAT ADMINISTRATION—FISHERY RIGHTS OF PANCHAYATS AND PANCHAYAT UNION—ASSIGNMENT OF FISHERY RENTAL REVENUE TO PANCHAYATS AND PANCHAYAT UNIONS—CERTAIN CLARIFICATIONS—

In the G.O. Ms. No. 1370, Rural Development and Local Administration, dated 16th May 1962 cited the Panchayats and Panchayat Unions have been empowered to conduct the auction of the fisheries in certain specified categories of water sources. The following instructions are issued regarding the persons who are empowered to conduct such auctions on behalf of the local body concerned.—

(a) *Irrigation sources entrusted to Panchayat Unions under section 85(1) and maintained by them (Class III in the G.O. cited).*—The authority who actually conducts the sale should normally be the Commissioner of the Panchayat Union. But

where the Commissioner is not able to do so in any particular case, and where the average annual sale proceeds of the last five years is Rs. one hundred or less, the Commissioner may, by a written order, authorise any one of his Extension Officers to conduct the sale. The attention of the Commissioners is invited n this connection to section 44(6) of the Madras Panchayats Act, 1958.

(b) *Irrigation sources entrusted to Panchayat Unions under section* 85 (1) *but whose maintenance is actually carried out by the Panchayats (Class IV in the Governmnt Ordered cited), and* (c) *All public water sources (other than irrigation sources)* which are vested in the Panchayats (class V.A. in the G.O. cited) :—In these two cases the actual sale should be conducted by the President if it is a village Panchayat and by the Executive Officer, if it is a Town Panchayat.

(Memorandum No. 117453-P-2/61-2, Rural Development and Local Administration, 1st September 1961.)

PANCHAYAT UNION COUNCILS—MINUTES OF PROCEEDINGS OF MEETINGS—OFFICERS EMPOWERED BY THE INSPECTOR UNDER SECTION 49 OF THE MADRAS PANCHAYATS ACT, 1958.

The Collector of Thanjavur is informed that the intention in directing the Secretary of the District Development Council to forward one copy of the minutes of proceedings of the meetings of panchayat union councils to the Collector is that the entire proceedings should be brought to the notice of the Collector for his information; no action need ordinarily be taken on this, unless the Collector, *suo moto*, desires to take action on any of the points. If, action is necessary on any specific point raised in the proceedings, it is the responsibility of the Secretary to the District Development Council to take up the matter with the District Officer concerned, or the Government, as the case may be, after obtaining the orders of the Collector.

(Memorandum No. 143898. L. Spl/61-1, Rural Development and Local Administration, dated 24th August 1961).

PANCHAYAT—TREES—PALMYRAH TREES STANDING ON GOVERNMENT PORAMBOKE LANDS—INDISCREMINATE CUTTING—PROHIBITION OF—INSTRUCTIONS ISSUED.

Orders have been issued in the G.O. cited to the effect that in respect of trees standing on all poramboke lands either vested in Panchayats or entrusted to them for regulation, the entire rights of Government stands transferred to the Panchayats. It may be made clear that the above orders have been issued not only

with a view to enhance the income of the Panchayat but also with a view to ensure that more of care is taken than hither-to in the maintenance of these trees.

2. The importance to rural economy of palmyrah trees which yield palm-gur and jaggery may specially be stressed in this context. All possible efforts should be taken for the proper cultivation and maintenance of palmyrah trees. Any attempt to fell these trees should be checked effectively.

3. The Collectors are requested to issue suitable instructions in this regard to all the Commissioners for transmission to the panchayats.

(Memorandum No. 116528 P-/61-2, Rural Development and Local Administration, dated 7th September 1961).

DISTRICT BOARDS—FUTURE MANAGEMENT OF DISTRICT BOARD SECONDARY SCHOOLS—ORDERS PASSED.

According to the phased programme of implementation of the Madras Panchayats Act, 1958, Panchayat Unions will come into existence throughout the State and the District Boards in the State will cease to exist from the 2nd October 1961. Under section 13 of the said Act, all secondary, vocational and industrial schools maintained by the District Boards together with the assets and liabilities appertaining to such schools shall stand transferred to and be vested in such authority as may be specified by Government by general or special order.

2. Orders regarding the future maintenance of industrial schools have already been issued in G.O. Ms. No. 1671, Local Administration, dated 8th October 1960.

3. The Government have decided that the District Collector who has been functioning as the Special Officer of the District Board and who as such Special Officer has been maintaining the District Board Secondary Schools in the District, should continue to maintain the District Board Secondary Schools in the respective districts. Orders in this regard have been issued in G.O. Ms. No. 1028, Rural Development and Local Administration, dated 7th April 1961 so far as the Nilgiris District is concerned.

4. The following special order is now issued by the Government in respect of the other districts.

SPECIAL ORDER

Under sub-clause (c) of clause (vi) of section 13 of the Madras Panchayats Act, 1958 (Madras Act XXXV of 1958), the Governor of Madras hereby specifies the Collector of the district concerned

as the authority to which and in which all secondary schools maintained by the District Board of the district together with the assets and liabilities appertaining to such schools shall, with effect on and from the 2nd October 1961, stand transferred and be vested.

(ii) The Government direct that all the secondary schools maintained by every District Board in the Revenue Districts other than Kanyakumari district be formed into one group.

(iii) There shall be a fund to be called the "Secendary Education Fund" for each such group as refered to in paragraph (ii) alone. This fund shall be opened and maintained by the Collector as "Personal Deposit" account in respect of the District Board Secondary Schools transferred under these orders. All expenditure relating to the maintenance and management, improvement and expansion of the District Board Secondary Schools shall be charged to the Fund. The income from Government grants, Board School fees and miscellaneous educational receipts shall be credited to the Fund.

(iv) In order to assist the Collector in the discharge of his duties connected with the management and maintenance of the District Board Secondary Schools, the Government direct that the services of the District Board Educational Officer and the staff working in the sections of Secondary Education Branch of the District Board office be placed at the disposal of the Collector until further orders. The functions of the District Board Educational Officer will be restricted to the provision of the necessary *office assistance* to the Collector. He will work under the immediate control of the Personal Assistant (Local Administration) to the Collector. The District Board Educational Officer and the staff in the Secondary Education Section will continue to be non-Government servents and their pay and allowances will be met from the Secondary Education Fund referred to in paragraph (iii) above.

G.O. Ms. No. 2611, Rural Development and Local Administration dated 26th September 1962.

NATIONAL ANTHEM—AUTHORIZED VERSION AND OCCASIONS ON WHICH IT SHOULD BE PLAYED OR SUNG—INSTRUCTIONS ISSUED.

A copy of the Press Note issued on the authorized version of the National Anthem and the occasions on which it can be sung or played is communicated ot all Executive Authorities of Municipalities, Panchayat Unions and Panchayats and the Commissioner, Corporation of Madras, for information and guidance.

ANNEXURE.

GOVERNMENT OF MADRAS.

PUBLIC (INFORMATION AND PUBLICITY) DEPARTMENT.

PRESS NOTE NO. 12, DATED 30TH APRIL 1955.

It may be recalled that certain interim instructions were issued in 1948 with regard to the playing of National Anthem on special occasions. Since then Government of India have decided that "Jana Gana Mana" should be the National Anthem and they have approved two versions of the same for this purpose, namely, a full version (playing time approximately 52 seconds) and a short version of 9 bars (playing time approximately 20 seconds). The texts of the two versions are as given below:—

Full version.

Jana gana mana adhinayaka jaya he Bharata
bhagya-vidhata,
Panjab Sindhu Gujarata Maratha Dravira
Utkala Banga,
Vindhya Himachala Jamuna Ganga
ucchhala jaladhi taranga,
Tava shubha name jage tava shubha.
asisha mange,
Gae tava jaya gatha,
jana gana mangala-dayaka jaya he
Bharata bhagya-vidhata,
Jaya he jaya he jaya he jaya jaya jaya jaya he

Short version.

Jana-gana mana adhi nayaka, jaya he Bharata-bhagaya Vidhata.
Jaya he, jaya he, jaya he, jaya jaya jaya, jaya he.

The Government of India have laid down that these versions should be played only on the following occasions:—

Full version.—(1) On all occasions when the President is present in person (including broadcasts by the President on National Days); (ii) on all occasions for Governors and Rajpramukhs when they attend ceremonial parades within their State; and (iii) at Republic and Independence Day Parades when the National Flag is broken.

Short version.—On all other occasions (these will mostly be military functions).

In contra-distinction to the occasions on which the two versions should be played as noted above, the Government of India have further decided that the National Anthem could be *sung* (with or without the accompaniment of the instruments) on occasions which although not ceremonial are nevertheless invested with significance because of the presence of Governors, Rajpramukhs or Ministers. Government consider that this practice is not only desirable but should actually be encouarged. There would also be no objection to

the *singing* (as distinct from *playing*) of the standard version of the National Anthem by educational institutions, during certain solemn functions such as Founders' Day, Annual Day, etc.

Issued by:

The Director of Information and Publicity, Government of Madras.

G.O. No. 2607 Rural Development and Local Adminationation dated 26th September 1962.

HEADS OF DEPARTMENTS—ADDITIONAL DEVELOPMENT COMMISSIONER—DECLARATION AS HEAD OF DEPARTMENT—ORDERS—ISSUED.

In G.O. Ms. No. 3138, Public (R.D.P.), dated 8th November 1957, it has been orderd that the Joint Development Commissioner of a Public (R.D.P.) would continue to have the status and privileges Head of Department and that he would exercise full powers of the Head of a Department under the Fundamental Rules and Subsidary Rules and Financial and Treasury Rules. Consequent on the formation of the Rural Development and Local Administration Department with effect from 5th September 1959, the post of Joint Development Commissioner has been redesignated as Additional Development Commissioner on the same scale of pay and allowances.

2. The Government now direct that the Additional Development Commissioner and ex-officio Additional Secretary to Government. Rural Development and Local Administration Department will continue to have the status and privileges of a Head of a Department and will exercise full powers of the Head of a Department under Fundamental Rules and Subsidiary Rules and Financial and Treasury Rules.

(G.O. No. 2650, Rural Development and Local Administration dated 28th September 1961).

MEETINGS—PANCHAYATS—COPIES OF PROCEEDINGS AND MINUTES OF DISSENT—SUBMISSION TO REVENUE DIVISIONAL OFFICERS—INSTRUCTIONS ISSUED.

Under section 49 of the Madras Panchayats Act, 1958, a copy of the minutes of the proceedings at every meeting of a panchayat as well as of all minutes of dissent in respect of such proceedings rceived from any member present at the meeting, within 48 hours of the close thereof shall be submitted to the Inspector (Collector) within three days of the date of the meeting. Under the proviso to the above section, the Inspector (Collector) may direct that such minutes shall be submitted either generally or in any specified classes of cases to any officer empowered by him in that behalf.

Under the Madras Village Panchayats Act, 1950, the Inspector of Municipal Councils and Local Boards, Madras had directed under the proviso to section 36 of that Act that the minutes of the proceedings at every meeting of a panchayat as well as of all minutes of dissent in respect of such proceedings received from any member present at the meeting within 48 hours of the close thereof shall be submitted to the District Panchayat Officer concerned within three days of the date of the meetings. In the present set up, the Divisional Panchayat Officers have no independent officers but from part of the offices of the Revenue Divisional Officers concerned and the Revenue Divisional Officers have also been appointed as Inspecting and Superintending Officers for panchayats. The Revenue Divisional Officers may therefore receive and file the minutes of Panchayat proceedings under Section 49 of the Madras Panchayats Act, 1958. All Collectors (except Madras and Kanyakumari) are therefore request to issue a direction under the proviso to section 49 of the Madras Panchayats Act, 1958, that the minutes of proceedings at every meeting of a panchayat as well as of all minutes of dissent in respect of such proceedings received from only member present at the meeting within 48 hours of the close thereof, shall be submitted to the Revenue Divisional Officer concerned within three days of the date of the meeting.

(G.O. Ms. No. 3032, Rural Development and Local Administration, dated the 10th November 1961).

PANCHAYAT UNION COUNCILS—CHAIRMAN—VISIT OF—INSTITUTIONS BY—REGARDING.

Under the Madras Panchayats Act, 1958, the responsibility for the maintenance of various institutions like Elementary Schools, Maternity and Child Welfare Centres, Poor houses, Orphanages, Choultries and public markets classified as Panchayat Union Markets have been vested with the Panchayat Union. The Panchayat Union Councils have a great responsibility in ensuring that these institutions function properly and that the Panchayat Union funds set apart for the maintenance of such institutions are utilised for the greatest benefit of the public. In order to achieve these results, it is necessary that the Chairman of the Panchayat Union Council concerned devotes constant attention to these institutions in his jurisdiction and keeps himself fully informed of their day-to-day working through personal visits to the places, if necessary. Instructions have been issued separately in G.O. No. 2901, Rural Development and Local Administration, dated 1st November 1961 regarding the visit of the Panchayat Union Chairmen to the Elementary Schools under the management of the Panchayat Union. The instructions in this Government Order regarding Travelling Allowance will be applicable to your visits to the other institutions also.

(Letter No. 217041 L. Spl./61, Rural Development and Local Administration, dated 13th November 1961.)

CO-OPERATIVE FARMING—ORGANISATION OF JOINT AND COLLECTIVE FARMING SOCIETIES UNDER PILOT PROJECTS—COORDINATION OF BLOCK STAFF—INSTRUCTIONS ISSUED.

Under the Third Five-Year Plan, it is proposed to organise 320 Pilot Projects for Co-operative Farming in the entire country. Twelve projects have been allotted to this State. The Registrar of Co-operative Societies has been permitted to launch three projects consisting of about thirty societies in all during 1961–62 in Madurai, Ramanathapuram and Tirunelveli districts. It is considered that the role of the extension agency and block staff is vital for the success of the pilot projects. Co-operative farming calls for a unified and coordinated effort of all the development Departments more particularly the staff of Co-operative Department, the block agency and the non-officials connected with the Panchayats. The Panchayat Union Commissioners are, therefore, requested to lend full support for the successful working of the societies in their areas. This may also be brought to the notice of all Panchayats.

(Memorandum No. 209472, P-2/61-2, Rural Development and Local Administration, dated the 14th November 1961).

PANCHAYAT UNION—EXTENSION OFFICER (CO-OPERATION)—OFFICE PROCEDURE—MODE OF CORRESPONDENCE—REGARDING.

In pragraph 5 of the Government memorandum cited, it has been ordered that the correspondence between the Extension Officers and the District Officers of the Departments shall be carried on only in the name of the Commissioner of the Panchayat Union with his approval and that even in respect of technical matters, no direct correspondence should be resorted to.

2. The Registrar of Co-operative Societies has reported that in the case of Extension Officers (Co-operation), they are given statutory duties like hearing of arbitration cases, inspection of societies and they are also vested with powers under sections 15, 32(1), 37, 38, 39 and 51 (c) of the Madras Co-operative Societies Act. In order to carry out these statutory duties, it becomes necessary for the Extension Officers (Co-operation) to correspond directly in their official capacity with the Deputy Registrars, Presidents of the District Co-operative Central Banks, Supervisors of the Central Banks and other private parties. Further, the Extension Officers (Co-operation) have also to issue summons to the parties under section 51 of the Madras Co-operative Societies Act while hearing arbitration cases and as an enquiry officer, while conducting enquiries under section 38 of the Act. The Registrar

of Co-operative Societies has reported that it would be inconvenient if the Extension Officers (Co-operation) are requested to correspond even while discharging their statutory duties only in the name of the Commissioner and after obtaining his approval each time. He has, therefore, recommended that the Extension Officers (Co-operation) may be permitted to correspond directly with the Deputy Registrars, Presidents of the Co-operative Societies, private parties, etc., in so far as the correspondence relates to their statutory duties.

3. The Government accept the recommendation of the Registrar of Co-operative Societies and direct that the Extension Officers (Co-operation) may correspond directly with the Deputy Registrars, Presidents of the District Co-operative Central Banks, Supervisors of the Central Banks, private parties, etc., in so far it relates to their statutory functions. In such cases, a copy of the letter should, however, invariably be placed before the Commissioner.

(Memorandum No. 216827, P-2/61-2, Rural Development and Local Administration, dated the 29th December 1961).

DISTRICT BOARD—FUTURE MANAGEMENT OF DISTRICT BOARDS—CERTAIN CLARIFICATIONS.

The Collector of Thanjavur has requested clarification on the following points :—

(i) Whether the postage stamps used by the Secondary Education Section of the Local Administration Branch of the District Collectorate may be continued to be under perforation of L.F.S. or whether service stamps have to be used; and

(ii) whether the usual Local Fund pay bill, Travelling Allowance bill forms and other registers may be continued to be used by the Secondary Education Section.

2. The Collector is informed that service postage stamps may be used for correspondence by the Secondary Education Section. The Pay Bill, Travelling Allowance bill form and other registers in use in Government Offices may be used by the Secondary Education section also.

(Memorandum No 208289, L. Spl./61-1, Rural Development and Local Administration, dated the 2nd December 1961).

DISTRICT DEVELOPMENT COUNCILS AND PANCHAYAT UNION COUNCILS—MEETINGS—READING OF GOVERNMENT ORDERS—INSTRUCTIONS ISSUED.

Under section 36 (4) of the Madras Panchayats Act, 1958, all correspondence between the Government and the Panchayat Union Commissioner shall pass through the Chairman of the Panchayat Union Council concerned. But such routing of correspondence is not always sufficient to ensure that the Chairman and members of

the Panchayat Union Councils are adequately informed of all important instructions issued by Government. In order to ensure the successful participation of the Chairmen and members of the Panchayat Union Councils in the administration of the Panchayat Unions, it is necessary that they are kept regularly and sufficiently informed of the various instruction issued from time to time by Government.

2. Important Government orders and Government Memoranda which should be made known to every member of the District Development Council and/ or every member of the Panchayat Union Council will in future be specifically marked as addressed to the District Development Councils and/or Panchayat Union Councils. The Collector shall ensure that all such references thus addressed to the District Development Councils, and other references which they may consider as important, are collected from the date of the previous meeting and are read out and explained to the members at the meeting of the District Development Council and formally recorded after thus being read. The Commissioners of all Panchayat Unions shall follow a similar procedure with regard to orders addressed to the Panchayat Union Councils.

(Memorandum No. 245328, L. Special 61-1, Rural Development and Local Administration, dated, 20th December 1961.)

PANCHAYAT UNION—EXTENSION OFFICER (CO-OPERATION)—OFFICE PROCEDURE—MODE OF CORRESPONDENCE—REGARDING.

In paragraph 5 of the Government memorandum cited, it has been ordered that the correspondence between the Extension Officers and the District Officers of the Department shall be carried on only in the name of the Commissioner of the Panchayat Union with his approval and that even in respect of technical matters, no direct correspondence should be resorted to.

2. The Registrar of Co-operative Societies has reported that in the case of Extension Officers (Co-operation), they are given statutory duties like hearing of arbitration cases, inspection of societies and they are also vested with powers under sections 15, 32 (1), 37, 38, 39 and 51 (*c*) of the Madras Co-operative Societies Act. In order to carry out these statutory duties, it becomes necessary for the Extension Officers (Co-operation) to correspond directly in their official capacity with the Deputy Registrars, Presidents of the District Co-operative Central Banks, Supervisors of the Central Banks and other private parties. Further, the Extension Officers (Co-operation) have also to issue summons to the parties under section 51 of the Madras Co-operative Societies Act while hearing arbitration cases and as an enquiry officer, while conducting enquiries under section 38 of the Act. The Registrar of Co-operative Societies has reported that it would be inconvenient if the Extension Officers (Co-operation) are required to correspond even while discharging their statutory duties only in

the name of the Commissioner and after obtaining his approval each time. He has, therefore, recommended that the Extension Officers (Co-operation) may be permitted to correspond directly with the Deputy Registrars, Presidents of the Co-operative Societies, private parties, etc., in so far as the correspondence relates to their statutory duties.

3. The Government accept the recommendation of the Registrar of Co-operative Societies and direct that the Extension Officer (Co-operation) may correspond directly with the Deputy Registrars, Presidents of the District Co-operative Central Banks, Supervisors of the Central Banks, private parties, etc., in so far it relates to their statutory functions. In such cases, a copy of the letter should, however, invariably be placed before the Commissioner.

(Memorandum No. 216827, P-2/61-2, Rural Development and Local Administration, dated the 29th December 1961.)

MADRAS DISTRICT DEVELOPMENT COUNCILS—CONDUCT OF MEETINGS—POSITION OF OFFICIAL MEMBERS TO CONSTITUTE QUORUM AND NOMINATION OF MEMBERS TO PRESIDE OVER THE MEETINGS IN THE ABSENCE OF CHAIRMAN—ORDERS—PASSED.

The Collector of Thanjavur has enquired :—

(i) whether the presence of a member of the District Development Council who is an officer of the Government may be counted for purpose of constituting " quorum " for the meeting, and

(ii) whether an official member may be nominated to preside over the meetings of the District Development Council in the absence of the Chairman, and if not, whether the panel of Vice-Chairman from among the non-official members of the Council may be prepared for the purpose.

2. The Government have examined the points raised by the Collector of Thanjavur and they consider that as it is specifically laid down in the proviso under section 6 (3) of the Madras District Development Councils Act, 1958 (Madras XVIII of 1958) that official members shall have the right to take part in the discussion with no right to vote at the meetings and shall not be members for any other purpose, the presence of the official members cannot be taken into account for the purposes of determining the " quorum ".

3. For the reasons stated in paragraph 2 above, the Government consider that no official member can be nominated to preside over the meetings of the Councils or exercised the power of voting under section 6 (3) of the Madras District Development Councils

Act, 1958. They do not also consider it necessary to have a panel of Vice-Chairman prepared from among the non-official members of the Council as suggested by the Collector. They consider that the problem can be solved if a convention is set up, to have the oldest non-official member in age from among the Chairmen of the five standing committees of the District Development Council present at the meeting to preside over the meeting of the District Development Council in the absence of the Chairman.

(G.O. Ms. No. 148, Rural Development and Local Administration, dated the 16th January 1962.)

RULES—MADRAS PANCHAYATS ACTS, 1958—RULES FOR THE ASSESSMENT AND COLLECTION OF LEVY ON AGRICULTURAL LAND UNDER SECTION 119 (3) OF THE ACT—ISSUED.

The appended notificaton will be published in the Fort *St. George Gazette.*

NOTIFICATION.

In exercise of the powers conferred by sub-section (3) of section 119, and clause (xx) of sub-section (2) of section 178, of the Madras Panchayats Act, 1958 (Madras Act XXXV of 1958), the Governor of Madras hereby makes the following rules :—

RULES.

1. (1) The tax on agricultural land in any village shall be leviable every half-year for a specific purpose, such as—

(*a*) repairs to irrigation channels and tanks in respect of which no kudimaramat fee is levied under sub-section (1) of section 85 of the Madras Panchayats Act, 1958 (Madras Act XXXV of 1958),

(*b*) construction, maintenance, repair, extension or improvement of water works or drainage works,

(*c*) lighting by gas or electricity,

(*d*) construction of a road, or a bridge or culvert, or

(*e*) construction of buildings intended to be used for cultural, educational or medical and other allied purposes, or

(*f*) protection of crops against depredation by cattle and petty thefts,

(*g*) raising matching contribution for any programme of development specfied in the Panchayat Development Schematic Budget or that may be included in it from time to time and the levy of such tax shall take effect from the first day of the half year following that in which it is sanctioned.

(2) The rate of the tax shall be on the basis of the extent of the land, but the panchayat may adopt different rates, for wet land, well irrigated land and dry land so as to commensurate with the value of the land.

2. (*a*) Every proposal for the levy of the tax shall be submitted to the Revenue Divisional Officer through the Panchayat Extension Officer. The Revenue Divisional Officer shall forward it to the sanctioning authority.

(*b*) Every such proposal shall be accompained by—

(*i*) a resolution of the panchayat passed at a meeting specially convened for the purpose and supported by not less than one-hhlf of the sanctioned strength of the panchayat specifying the purpose for which, the rate at which, and the period for which, the tax is to be levied;

[*ii*) a statement showing the receipts and charges under the various heads of account for the three years preceding the year in which the proposal is made,

(*iii*) the budget estimate for the year in which the proposal is made;

(*iv*) particulars of the approximate or estimated cost of the work in respect of which the tax is proposod to be levied and the amount of tax likely to be realised in a half-year.

3. The rate at which and the period for which the tax shall be levied shall be specified in the order sanctioning the levy of the tax. The period specified in the order may be extended from time to time, if necessary, in order that the purpose for which the tax is levied may be fulfilled.

4. The proceeds of the tax shall form a separate fund, earmarked for the purpose for which it is levied and a separate account shall be maintained for the transactions relating to the fund.

5. The rules issued under clause (XX) and (XXii) of sub-section (2) of section 178 of the Madras Panchayats Act, 1958 (Madras Act XXXV of 1958) regarding the assessment and collection of taxes shall apply *mutatis mutandis* to the assessment and collection of this tax.

(G.O. Ms. No. 184, Rural Development and Local Administration, dated the 22nd January 1962.)

BOOKS AND PUBLICATIONS—UP-TO-DATE- LIST OF PANCHAYATS WITH PARTICULARS REGARDING JURISDICTION, POPULATION, ETC.—PRINTING OF BY DISTRICT COLLECTORS—ORDERED.

List of panchayats with particulars regarding population, jurisdiction, etc. arranged district-war was printed last in 1950 corrected upto 31st March 1949. The Inspector of Municipal Councils and Local Boards, Madras was requested to bring those lists up-to-

date in consultation with the Divisonal Panchayat Officers and Regional Inspectors of Municipal Councils and Local Boards and reprint them.

2. The Inspector of Municipal Councils and Local Boards has now represented that there are certain difficulties in revising and printing the list of panchayats up-to-date. He has stated that the lists submitted by the Divisional Panchayat Officers have to be verified as to whether the particulars furnished are correct, complete and up-to-date in respect of more than 12,000 panchayats in the State. He has pointed out that previously there were a limited number of panchayats and it was possible for the Inspector of Municipal Councils and Local Boards at the State Headquarters to compile, print and public district war list with detailed particulars regarding population, income, jurisdiction, etc. As collectors are now 'Inspectors of Panchayats', the Inspector of Municipal Councils and Local Boards considers that it would be more appropriate and convenient if the above work is attended to by the Collectors, after obtaining complete particulars from the Divisional Panchayat Officers and making proper verification thereof.

3. The Government agree with the Inspector of Municipal Councils and Local Boards, Madras. The Collectors are the 'Inspectors of Panchayats' in the present set up of Panchayat administration under the Madras Panchayats Act, 1958. The Government therefore direct that the list of panchayats be prepared and printed by the Collectors so far as their districts are concerned. The form of list of panchayats to be prepared and printed is given in the Appendix. The list should be Panchayat Union-wise for each revenue division in the development district in each district. The number of copies to be printed for each district (i) for the use of the Collectors, the Revenue Divisional Officers, and other Government Officers, and (ii) for sale to the public and panchayats, may be decided by the Collectors. The Collectors may also use the list of panchayats-revenue division wise, printed in the Special Issue of Grama Nalam for January 1962 as the base for preparing the list in the form shown in the Appendix.

4. The Controller of Stationery and Printing, Madras is requested to print the list of panchayats for each district on receipt of instructions from the Collectors. The list should be printed for each district separately.

(G.O. Ms. No. 358, Rural Development and Local Administration dated the 14th Fearuary 1962.)

APPENDIX.

Serial number.	Name of the panchayat.	Town or village.	Jurisdiction.	Population.	Post Office.	Railway Station.
(1)	(2)	(3)	(4)	(5)	(6)	(7)

Development district.

Revenue division.

Panchayat Union.

Constitution number and date.	Seats, Reserved.	Non-reserved.	Total	Area.	Income.	Number of wards.	Dated of notification for appointment of Executive Officers.	Date of last general elections to the panchayat.
(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)

JAMABANDI—ACCOUNTS IN RESPECT OF PANCHAYAT REVENUE—CHECKING—INTIMATION TO BE SENT TO PANCHAYAT PRESIDENTS—REVIEW TO BE SUBMITTED—INSTRUCTIONS ISSUED.

The attention of the Collectors, the District Revenue Officers, the Revenue Divisional Officers, Panchayat Union Commissioners, Divisional Panchayat Officers, Tahsildars and Extension Officers (Panchayats) is invited to the Board's Reference No. A1. 10206/61-5, dated 19th March 1962 in which additional questions to the Jamabandi Check Memorandum have been prescribed in order to enable the Jamabandi Officers to check during Jamabandi the accounts relating to the collection of Panchayat revenues and review the progress of collection of Panchayat revenues by Village Officers.

2. Instructions prescribing the procedure for maintenance of accounts and collection of Panchayat revenues were issued in Memorandum No. 206144/RD. Accts. C/61-1, Rural Development and Local Administration, dated 23rd October 1961.

3. It will be necessary to have the Panchayat Union Commissioner and the Panchayat Extension Officer present during the Jamabandi to enable the Jamabandi Officer to have a comprehensive view of the progress of collection and the effectiveness of the procedure prescribed. It is recalled that the instructions issued in Memorandum No. 206144/R.D. Accts. C./61-1, Rural Develop-

ment and Local Administration, dated 23rd October 1951, have prescribed the procedure for this fasli only and the orders are to be finalised on the basis of experience gained in the current jamabandi.

4. The Tahsildars should inform the Panchayat Union Commissioners and through them the Panchayat Extension Officers, of the dates of the jamabandi for the villages which constitute the Union. The Panchayat Union Commissioners and Panchayat Extension Officers should attend the jamabandi and assist the Jamabandi Officer in the review of the progress of Panchayat tax collections and the procedure prescribed for the tax collections. During the Jamabandi, the Jamabandi Officer should try to make a comparative assessment of the rate of progress of collections with the rate of progress during the previous one or two years. Any practical difficulties in giving effect to the procedure should be solved if possible on the spot and any major points arising should be taken note of for incorporation in the consolidated review to be submitted.

5. At the end of the jamabandi, the Jamabandi Officer should prepare a report reviewing the procedure prescribed bringing out the salient features noticed in the implementation of the procedure, and give an overall assessment of the procedure prescribed. To the review should be attached a Panchayat Union-wise Demand Collection Balance in the form appended. A copy of this review should be sent to the Director of Panchayat Finance, Rural Development and Local Administration Department another to the Secretary, Board of Revenue. Copies should also be marked to the Collector, the District Revenue Officer and the Revenue Divisional Officer of the division concerned. The Collectors are also requested to intimate the Director of Panchayat Finance the dates of jamabandi of the different taluks in their districts immediately.

6. Subsequently, the Revenue Divisional Officers should convene a conference in each Development Block of all Panchayat Presidents in that Development Block and discuss the review prepared by the Jamabandi Officer with the Presidents. For this purpose, the Jamabandi Officer's review should be circulated in advance among the Presidents. The Tahsildar, the Panchayat Union Commissioner, the Panchayat Extension Officer and the Revenue Inspectors concerned should participate in this conference. After eliciting the views of the Presidents, the Revenue Divisional Officer should prepare a report Panchayat Union-wise on the working of the procedure prescribed for Panchayat revenues collection by Village Officers. On the basis of these reports, the Collectors will evaluate the working of the procedure and report to the Board of Revenue and the Rural Development and Local Administration

Department as envisaged in paragraph 2 of the Rural Development and Local Administration Department Memorandum No. 206144/R.D. Accts. C/61-1, dated 23rd October 1961.

7. The Demand Collection Balance statement and the Jamabandi Officer's report should be forwarded as and when the jamabandi is completed. The conferences with the Panchayat Presidents should be completed by 15th July and the evaluation of the Collectors should reach the Government and the Board of Revenue by 15th August.

(Memeranaum No. 206144/R.D. Accts. C 61-3, Rural Development and Local Administration, dated the 26th March 1962.)

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APPENDIX.

District :

Revenue Division :

Panchayat Union :

		House tax.					Vehicle tax.					Profession tax.					Specific tax on Agricultural land.			Total.		
Serial number	Name of the Panchayat.	Demand arrears.	Demand current.	Total.	Collection.	Balance.	Demand arrears.	Demand current.	Total.	Collection.	Balance.	Demand arrears.	Demand current.	Total.	Collection.	Balance.	Demand.	Collection.	Balance.	Demand of all taxes.	Collection of all taxes.	Balance.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)	(23)

THE MADRAS STATE UNION OF PANCHAYATS—REVISED BY-LAWS—APPROVED.

(G.O. Ms. No. 813, Rural Development and Local Administration, dated 2nd April 1962.)

The revised draft by-laws submitted by the executive committee of Madras State Union of Panchayats, as approved by the Government, is appended to this order. The State Union will retain its name in English as "The Madras State Union of Panchayats" though it may adopt the name "தமிழ்நாடு பஞ்சாயத்து யூனியன்." in Tamil.

2. The taluk panchayat associations and the panchayat union councils are permitted to become members of the State Union of Panchayats and to pay subscription to the State Union at the rates specified in the Revised By-law 20.

Revised By-laws of the Madras State Union of Panchayats.

1. (அ) இந்த யூனியன் பெயர் 'தமிழ்நாடு பஞ்சாயத்து யூனியன்' எனப்படும். தமிழ்நாடு முழுதும் தன் அலுவல்களை நடத்தி வரும்.

விளக்கம் :—முதலில் **'The Provincial Union of Panchayats'** என்றும் அதன்பின் **'The Madra State Union of Panctayats'** என்றும் செயல்பட்டு வந்த தற்போது 'தமிழ்நாடு பஞ்சாயத்து யூனியன்' எனப் பெயர் மாற்றிக் கொள்ளப்பட்டிருக்கிறது. அரசாங்க மாவட்டததில் ஏற்பட்ட பெயர் மாற்றத்துக்குகந்தவாறு பெயர் மாற்றி வைக்கப்படுகிறது.

(ஆ) இதன் தலைமைக் காரியாலயம் சென்னையிலோ அல்லது நிர்வாகக் குழு தீர்மானிக்கும் வேறு இடத்திலோ இருக்கும்.

2. (அ) தமிழ் நாட்டிலுள்ள பஞ்சாயத்துக்களின், பஞ்சாயத்து யூனியன் களின் அபிவிருத்திக்குப் பாடுபடுவதன் மூலம் ஸ்தல சுய ஆட்சி திறம்பட நடைபெற உதவுவது.

(ஆ) கிராம சுய ஆட்சி சம்பந்தமானப் புத்தகங்கள், வெளியீடுகள், பத்திரிகைகள் ஆகியவற்றை வெளியிடுவது, வெளியிடுவதற்கு உதவி யளிப்பது.

(இ) பஞ்சாயத்துக்கள், பஞ்சாயத்து யூனியன்கள் ஆகியவற்றின் நிர்வாக சம்பந்தமான பல்வேறு மசோதாக்கள், சட்டங்கள், சுற்றறிக் கைகள், சர்க்கார உத்தரவுகள் பற்றி பரிசீலனை செய்வது, பஞ்சாயத்துக்கள், பஞ்சாயத்து யூனியன்கள் நிர்வாக நடைமுறையில் ஏற்படும் சிக்கல்களை அதிகாரிகளுக்கும், அரசாங்கத்திற்கும் எடுத்துரைப்பது, அவை சம்பந்தமான மகாநாடுகள், கருத்தரங்குகள் கூட்டுவிப்பது, நடத்துவது.

(ஈ) பஞ்சாயத்துக்களின் சங்கங்களை எல்லா தாலுகாக்களிலும் ஏற் படுத்துவது.

(உ) பஞ்சாயத்துக்கள், பஞ்சாயத்து யூனியன்கள் ஆகியவைகளின் நிர்வாகத்தைத் திறமையாகவும், சிறப்பாகவும் நடத்துவதற்கு அவைகளின் தலைவர்கள், அங்கத்தினர்கள் பஞ்சாயத்து விஷயங்களில் அக்கறை கொண்ட வர்கள் ஆகியவர்களுக்குப் பயிற்சி வகுப்புக்கள் நடத்துவது.

(ஊ) மற்றும் பஞ்சாயத்து யூனியன்கள், பஞ்சாயத்துக்கள் ஆகியவை களின் நிர்வாகம் திறம்பட நடைபெறுவதற்கான எல்லா நடவடிக்கைகளையும் பொதுவாக மேற்கொள்வது.

3. பகுதிகள் :— **(Constituent Bodies)**

அடியிற் கண்ட ஸ்தாபனங்கள் தமிழ்நாடு பஞ்சாயத்து யூனியன் பகுதிகளாகும்.

(அ) தமிழ்நாடு பஞ்சாயத்து யூனியனுல் அங்கீகரிக்கப்பட்ட எல்லா தாலுகா பஞ்சாயத்து சங்கங்கள்.

(ஆ) தமிழ்நாட்டிஉள்ள எல்லா வட்டார வளர்ச்சிப் பகுதிகளில் அமைக்கப்பட்டுள்ள பஞ்சாயத்து யூனியன்கள்.

4. யூனியன் கூட்டங்களில் அரசியல் சம்பந்தமான விஷயங்களை விவாதிக்கவோ, அரசியல் விஷயங்களில் கலந்து கொள்ளவோ, அரசியல் சம்பந்தமாக நிதியை ஏற்படுத்தவோ கூடாது. மற்றும் தமிழ்நாடு பஞ்சாயத்து யூனியன, தாலுகா பஞ்சாயத்து சங்கம் ஆகியவற்றில் தேர்தல்களைத் தவிர, மற்ற எவ்வித தேர்தல் நடவடிக்கைகளிலும் இநத யூனியன் கலந்து கொள்ளக்கூடாது.

5. அமைப்பு முறை: இந்த யூனியன் அடியிற்கண்ட அமைப்புக்களைக் கொண்டதாக இருக்கும்.

(அ) ஒரு பொதுச்சபை.

(ஆ) ஒரு நிர்வாகக்குழு.

6. பொதுச்சபை :—தமிழ்நாடு பஞ்சாயத்து யூனியனின் பொதுச்சபையில் அடியிற்கண்டவர்கள் அங்கத்தினர்களாக இருப்பார்கள்.

(அ) தமிழநாடு பஞ்சாயத்து யூனியனுல் அங்கீகரிக்கப்பட்ட தாலுகா பஞ்சாயத்து சங்கங்களின் தலைவர்கள்.

(ஆ) பஞ்சாயத்து யூனியன்களின் தலைவர்கள்.

(இ) தமிழ்நாடு பஞ்சாயத்து யூனியனின் மாஜி தலைவர்கள்.

(ஈ) பொதுச்சபையால் நியமனம் செய்யபபட்ட பஞ்சாயத்து, பஞ்சாயத்து யூனியன் விஷயங்களில் அக்கறை கொண்ட—ஜில்லாவிற்கு ஒருவர் வீதம் மொத்தம் 12 பேர்கள்.

(உ) தமிழ்நாட்டிலிருந்து அகில இந்திய பஞ்சாயத்து பரிஷத் கவுன்சிலில் அங்கம் வகிப்பவர்கள்.

7. (அ) பொதுச்சபையில் அங்கத்தினர்கள் பதவிக்காலம் சாதாரணமாக ஐந்து வருடங்களாகும். ஒவ்வொருவருக்கும் ஒரு வாக்குரிமையுண்டு. அதை அவர் நேரிடையாகத்தான் உபயோகிக்க வேண்டும்.

(ஆ) பொதுச்சபையானது நிர்வாகக் குழுவினர் தீர்மானிக்கும் இடத்திலும் காலத்திலும் சாதாரணமாக வருடத்திற்கு ஒரு தடவை கூட வேண்டும். ஐம்பது அங்கத்தினர்கள் சேர்ந்து வேண்டுகோள் அனுப்பிப் பொதுச்சபையைக் கூட்ட வேண்டுமென்ருல், பொதுச்சபையை யூனியன் தலைவர் கூட்ட வேண்டும். தலைவர் நிர்ணயிககும் இடத்திலும், காலத்திலும் கூட்டலாம்.

(இ) பொதுக்குழு கூட்டத்திற்கு சாதாரணமாக எழுத்து மூலமாக பதினைன்கு நாட்களுக்கு முன் நோட்டீஸ் கொடுக்க வேண்டும்.

8. கோரம்—பொதுச்சபையின் மொத்த அங்கத்தினர்களில் ஐந்தில் ஒரு பகுதியினரோ அல்லது அறுபது பேர்களோ இவற்றில் எது குறைவோ அந்த எண்ணிக்கையை பொதுச்சபையின் "கோரம்" ஆகும்.

9. பொதுச்சபைக்கு நிர்ணயிக்கப்பட்ட நேரத்திலிருந்து அரை மணி நேரத்திற்குள் கோரம் சேராவிட்டால் மேற்படிக் கூட்டம் கலைந்ததாகக் கருதப்படும்.

அங்கத்தினர்கள் வேண்டுகோளின் மீது கூட்டப்பட்ட கூட்டமாய் இருந்தால், மற்ருெரு முறை வேண்டுகோள் அனுப்பப்பட்டால் ஒழிய பொதுச்சபையை மீண்டும் கூட்ட வேண்டியதில்லை.

10. பொதுச்சபைக் கூட்டத்திற்குத் தலைவரோ, அவரில்லாவிட்டால் உப-தலைவரோ இருவரும் இல்லாவிட்டால் அங்கத்தினர்களிலிருந்து தேர்ந்தெடுக்கப்பட்ட ஒருவரோ தலைமை வகிக்கலாம்.

11. எல்லா விஷயங்களும், பெரும்பான்மையான வாக்குகளை அனுசரித்தே முடிவு செய்யப்படும். சரிசமமாய் வாக்குகள் பதிவாகும் பட்சத்தில், கூட்டத்தின் தலைவர், "காஸ்டிங்" ஓட் அல்லது இரண்டாவது ஓட் கொடுப்பதன் மூலம் முடிவு செய்யலாம்

12. பரிபூரண அதிகாரத்தோடு கூடிய மேற்பார்வை அதிகாரங்களை பொதுச்சபை பெற்றிருக்கும். மேலும் அடியிற்கண்ட நிர்வாகஸ்தர்களையும் பொதுச்சபை தேர்ந்தெடுக்கும்.

(அ) நிர்வாகக்குழுவுக்கு ஓர் தலைவரையும், சென்னையைத் தவிர கன்யாகுமரி, நீலகிரி ஆகிய ஜில்லாக்களில் ஜில்லாவிற்கு இருவர் விதமும். இதர ஜில்லாக்களில் ஜில்லாவிற்கு மூவர் விதமும் நிர்வாகக்குழு அங்கத்தினர்களைத் தேர்ந்தெடுக்கும்.

விளக்கம் :—நீலகிரி, கன்யாகுமரி ஜில்லாக்கள் ஒவ்வொன்றில் இருந்தும் தேர்ந்தெடுக்கப்படும் நிர்வாகக்குழு அங்கத்தினர்கள் இருவரில் ஒருவர், அந்த ஜில்லாவிலுள்ள தாலுகா பஞ்சாயத்து சங்கங்களின் தலைவர்களில் ஒருவராக இருக்க வேண்டும். இதர ஜில்லாக்கள் ஒவ்வொன்றிலிருந்தும் தேர்ந்தெடுக்கப்படும், நிர்வாகக்குழு அங்கத்தினர்கள் மூவரில் ஒருவர், அந்தந்த ஜில்லாவிலுள்ள தாலுகா பஞ்சாயத்து சங்கங்களின் தலைவர்களில் ஒருவராக இருக்க வேண்டும்.

(ஆ) உபவிதிகளை மாற்றுதல், திருத்துதல், ரத்து செய்தல்.

(இ) போதுமான காரணங்களுக்காக அங்கத்தினர்களையும் நிர்வாகப் பொறுப்பு ஏற்றிருப்பவர்களையும் விலக்குதல்.

(ஈ) யூனியனின் நடைமுறைகளை நிர்ணயித்தல், திருத்தியமைத்தல், அபிவிருத்தி செய்தல்.

13. நிர்வாகக்குழு :—நிர்வாகக்குழுவில் அடியிற்கண்டவர்கள் இருப்பார்கள்.

(அ) ஒரு தலைவர்.

(ஆ) ஒரு உப-தலைவர் (உப-தலைவரை நிர்வாகக்குழு அங்கத்தினர்கள் தங்களுக்குள்ளிருந்தே தேர்ந்தெடுப்பார்கள்).

(இ) இரண்டு காரியதரிசிகள் (இரு காரியதரிசிகளை நிர்வாகக்குழு அங்கத்தினர்களிலிருந்து தலைவர் நியமிப்பார்).

(ஈ) விதி 12 (அ) படி தேர்ந்தெடுக்கப்பட்ட நிர்வாகக்குழு அங்கத்தினர்கள்.

14. யூனியனின் சகல வேலைகளையும் நிர்வாகக்குழு மேற்கொள்ள வேண்டும்.

15. நிர்வாகக்குழுவில் உத்தியோகப் பொறுப்பேற்றவர்கள், அங்கத்தினர்கள் ஆகியவர்களில் ஏற்படும் காலி ஸ்தானங்களுக்கு நிர்வாகக் குழுவினர் முறையே தங்களுக்குள்ளிருந்தும்—பொதுச்சபை அங்கத்தினர்களிலிருந்தும் நியமனம் செய்து கொள்வதன் மூலம் பூர்த்தி செய்து கொள்ளலாம்.

16. (அ) நிர்வாகக் குழுவினர் தேவைப்படும்போதோ அல்லது குறைந்தது நான்கு மாதங்களுக்கு ஒரு தடவையோ கூட வேண்டும். நிர்வாகக் குழுவின் கோரம் ஏழு ஆகும்.

(ஆ) நிர்வாகக்குழு அங்கத்தினரோ அல்லது உத்தியோகப் பொறுப்பு ஏற்றிருப்பவரோ தொடர்ந்து மூன்று கூட்டங்களுக்கு வராவிட்டால் பதவியை இழந்து விடுவார். நிர்வாகக்குழுவின் அங்கத்தினர்கள் ஐந்து வருடங்கள்

அல்லது பஞ்சாயத்து யூனியன்களுக்கு நடைபெறும் சாதாரண தேர்தலுக்குப் பின்பு பொதுச்சபை கூடி நிர்வாகக்குழுவினரைப் புதிதாகத் தேர்ந்தெடுக்கும் வரை பதவி வகிப்பார்கள்.

(இ) நிர்வாகக்குழுக் கூட்ட நடைமுறைகளுக்கும் விதிகள் 10-ம், 11-ம்.

(ஈ) நிர்வாகக் குழுக் கூட்டங்களுக்கு சாதாரணமாக ஒரு வாரத்திற்கு முன் நோட்டீஸ் கொடுக்க வேண்டும்.

17. (அ) யூனியன் சிப்பந்திகளின் சம்பளங்கள், பிரயாணப்படிகள், நிர்வாகக்குழு அங்கத்தினர்கள் படிச் செலவுகள். நிர்வாகக்குழுவில் உத்தியோகப் பொறுப்பேற்றவர்கள் முதலியோரின் பிரயாணப்படிகள், அலவன்ஸ்கள் ஆகியவற்றை நிர்ணயிக்கும் அதிகாரம் நிர்வாகக்குழுவினருக்கேயுண்டு. யூனியனில் திறமையான நிர்வாகத்தை முன்னிட்டு நிர்வாகக் குழுவினர் தங்கள் அதிகாரம் முழுவதையுமோ அல்லது ஒரு பகுதியையோ உத்தியோகப் பொறுப்பு ஏற்றிருப்பவர் ஒருவரிடமோ அல்லது பலரிடமோ ஒப்படைக்கலாம்.

(ஆ) குறிப்பிட்ட ஒன்று அல்லது பல விஷயங்கள் பற்றி பரிசீலித்து, ஆராய்ந்து அல்லது விசாரித்து நிர்வாகக்குழுவிற்கு அறிக்கை சமர்ப்பிக்க உப கமிட்டி அல்லது கமிட்டிகளை நியமனம் செய்ய நிர்வாகக்குழுவிற்கு அதிகாரம் உண்டு.

(இ) தாலுகா பஞ்சாயத்து சங்கங்கள் அமைக்கவும், மேற்பார்க்கவும் அங்கீகாரம் அளிக்கவும் அல்லது வாபஸ் பெறவும் கட்டுப்படுத்தவும், நிர்வாகக் குழுவிற்கு அதிகாரமுண்டு.

18. நடப்பு வருஷத்தில் மார்ச் மாதம் 31-ந் தேதிக்குள்ளோ அதற்குப்பின் நடக்கும் முதல் நிர்வாகக்குழுக் கூட்டத்திலோ அடுத்த வருடத்தில் உத்தேச வரவு செலவுத் திட்டத்தையும் கடந்த வருட வரவு செலவுக்கணக்கையும், காரியதரிசிகளின் நிர்வாக அறிக்கையையும், நிர்வாகக்குழுக் கூட்டத்தில் பரிசீலித்து அங்கீகரிக்கப்படவேண்டும்.

19. நிதி :—இந்த யூனியனின் நிதி அடியிற்கண்டவாறு வசூலிக்கப்பட்டதாக இருக்கும்.

(அ) விதி 20 (அ-ஆ) வின்படி, வசூலிக்கப்படும் சந்தாக்கள்.

(ஆ) யூனியனால் பிரசுரிக்கப்படும் அல்லது வெளியிடப்படும் புத்தகங்கள், பத்திரிகைகள் அல்லது வெளியீடுகள் மூலம் பெறப்படும் வருமானம்

(இ) சர்க்காரிடமிருந்தும், ஸ்தல ஸ்தாபனங்களிடமிருந்தும் மற்றவர்களிடமிருந்தும் வாங்கப்படும் நன்கொடைகள், சகாயத்தொகைகள், மான்யத் தொகைகள்.

(ஈ) பிரதிநிதிக் கட்டணங்கள்.

20. சந்தா :—ஒவ்வொரு தாலுகா பஞ்சாயத்து சங்கமும் 100-க்கு மேற்படாத பஞ்சாயத்துக்களைக் கொண்ட தாலுகாவானால் ரூபாய் 50 (ஐம்பது) விதமும் 100-க்கு மேல் 150-க்கு மேற்படாத பஞ்சாயத்துக்களைக் கொண்ட தாலுகாவானால் ரூபாய் 75 விதமும், 150-க்கு மேல் பஞ்சாயத்துக்களைக் கொண்ட தாலுகாவானால் ரூபாய் 100 விதமும் நீலகிரி ஜில்லாவிலும் கன்யாகுமரி ஜில்லாவிலுமுள்ள தாலுகா சங்கங்கள் ஒவ்வொன்றும் ரூபாய் 16 விதமும் வருடச் சந்தாவாக அந்தந்த வருடம், ஏப்ரல் மாதம் முப்பதாம் தேதிக்குள் செலுத்தி விட வேண்டும்.

(ஆ) ஒவ்வொரு பஞ்சாயத்து யூனியனும் வருடச் சந்தாவாக ரூபாய் 100-ம் அந்தந்த வருடம் ஏப்ரல் மாதம் முப்பதாம் தேதிக்குள் செலுத்தி விட வேண்டும்.

21. யூனியனுடைய நிர்வாகச் செலவிற்கும், யூனியனின் நோக்கம் அல்லது நோக்கங்கள் நிறைவேறவும் மேற்படி நிதி பயன்படுத்தப்படும்.

22. யூனியனின் நிதியை சென்னை ராஜ்ய கூட்டுறவு பாங்கியிலோ, அதன் கிளைகளிலோ அல்லது யூனியன் காரியாலயம் இருக்கும் மற்ற ஜில்லா கூட்டுறவு பாங்கிலோ போடப்பட்டு தலைவரால் வரவு செலவு செய்யப்படும்.

23. ஒவ்வொரு செலவையும் நிர்வாகக்குழுவினர் அங்கீகரிக்க வேண்டும். நிர்வாகக் குழுவினரின் அங்கீகாரத்தை எதிர்பார்த்து தலைவர் செலவுகளை அனுமதிக்கலாம். ஆனால் மேற்படி செலவினங்கள் நிர்வாகக்குழுவினரின் அடுத்த கூட்டத்தில் அங்கீகரிக்கப்பட வேண்டும.

24. உத்தியோகப் பொறுப்பாளர்களின் அலுவல்கள் :--

தலைவர்.

(அ) நிர்வாகக்குழு, மகாசபைக் கூட்டங்களுக்குத் தலைவர் ஏற்பாடு செய்ய வேண்டும்.

(ஆ) மேற்படி கூட்டங்களுக்குத் தலைவர் தலைமை வகிக்க வேண்டும்.

(இ) யூனியன் சிப்பந்திகளின் வேலைகளையும் காரியதரிசிகளின் அலுவல்களையும் தலைவர் மேற்பார்வையிட வேண்டும்.

(ஈ) யூனியன் சிப்பந்திகளை நியமிக்க, நீக்க, தற்காலிகமாக நீக்க, அபராதம் விதிக்க, அவர்களின் வேலைகளை நிர்ணயிக்க, காரியாலயச் சிப்பந்திகள் நிர்வாகத்தில் உத்தியோகப் பொறுப்பேற்றிருப்பவர்கள் ஆகியவர்களின் அலுவல்களை நிர்ணயிக்க தலைவருக்கு அதிகாரமுண்டு.

(உ) யூனியனுடைய நிதிக்குத் தலைவர் பொறுப்பாய் இருப்பதுடன் பாங்கில் உள்ள யூனியனின் நிதியையும், தலைவரே வரவு செலவு செய்ய வேண்டும்.

(ஊ) காரியதரிசி அல்லது மற்றவர்கள் மூலம் செய்யப்படும் செலவினங்களுக்கு தகுந்த ரசீது பெறுவதுடன் யூனியன் நிதிக்குத் தலைவரே பொறுப்பாளியாவார்.

25. காரியதரிசிகள்.

(அ) யூனியன் நிர்வாகப்பரிபாலனத்துக்குத் தலைவரின் அதிகாரத்திற்குட்பட்டுச் செயலாற்ற காரியதரிசிகள் பொறுப்புள்ளவர்களாவார்கள்.

(ஆ) யூனியன் காரியாலயப் பொறுப்பை மேற்கொண்டு, நிர்வாகக் குழுவும் பொது மகா சபையும் நிறைவேற்றும் தீர்மானங்களை காரியதரிசிகள் அமுலுக்குக் கொண்டு வர நடவடிக்கைகள் எடுத்துக்கொள்ள வேண்டும்.

(இ) நிர்வாகக்குழு, பொது மகாசபைக் கூட்டங்களை நடத்துவதற்கு, தலைவரைக் கலந்து கொண்டு தக்க ஏற்பாடுகள் செய்ய வேண்டும்.

(ஈ) யூனியனின் காரியாலய தளவாட சாமான்களுக்கும் தஸ்தாவேஜுகளுக்கும் காரியதரிசிகளே பொறுப்பாளிகள் ஆவார்கள்.

(உ) காரியதரிசிகள் தலைவரின் அனுமதியின் பேரில், யூனியன் சார்பில் தொகைகள் பெற்ற தற்காலிக ரசீதுகள் வழங்கலாம்.

(ஊ) யூனியனின் வரவு செலவுக் கணக்குகளையும், நிர்வாக அறிக்கையையும் பொதுச்சபைக் கூட்டத்தில் காரியதரிசிகள் சமர்ப்பிப்பார்கள்.

(எ) காரியதரிசிகள் ஒவ்வொரு வருடமும் மார்ச் மாதம் 31-ந் தேதிக்குப் பின்பு நடக்கும் நிர்வாகக்குழுக் கூட்டத்தில் அடியிற்கண்டவற்றை சமர்ப்பிக்க வேண்டும்.

(1) முந்தின வருடத்தின் வரவு செலவுகளைக்காட்டும் அறிக்கை.

(2) நடப்பு வருடத்தின் உத்தேச வரவு செலவுத் திட்டம்.

(3) யூனியனுடைய முந்திய வருடத்தின் நடவடிக்கைகளை விளக்கிக் காட்டும் நிர்வாக அறிக்கை.

(ஏ) ஒவ்வொரு வருடமும் யூனியன் கணக்குகளை கணக்குத் தணிக்கை யாளரைக்கொண்டு தணிக்கை செய்து நிர்வாக சபையின் அங்கீகாரத்திற்குக் கணக்குகளையும் தணிக்கையாளரின் அறிக்கையோடு வைக்க வேண்டும்.

(ஐ) யூனியனுடைய வருடாந்திர வரவு செலவு கணக்குகளையும் உத்தி யோகப் பொறுப்பேற்றிருப்பவர்கள், அங்கத்தினர்கள் ஆகியவர்களின் விபரங் களுடன் சென்னை கிராம அபிவிருத்திக் கமிஷனருக்கு கார்யதரிசிகள் அனுப்ப வேண்டும்.

(ஒ) விதி 24 (ஈ) ப்படி, தலைவரால் காரியதரிசிகளுக்கு ஒதுக்கப்பட்ட காரியத்தை நிறைவேற்றுவதில் அவரவர்களுடைய காரியத்திற்கு அவரவர்களே பொறுப்பாளிகளாவார்கள்.

26. பொது :—

கீழே கண்ட காரணங்களை முன்னிட்டு உத்தியோகப் பொறுப்பேற்றிருப் பவரையோ அல்லது அங்கத்தினரையோ பதவியிலிருந்து நீக்குவதற்கு நிர்வாகக் குழுவுக்கு அதிகாரம் உண்டு.

(அ) ஒருவர் தன்னை இன்ஸால்வெண்ட் என்று பிரேரேபிக்க வேண்டு மென்று மனுச் செய்தாலும், அவர் இன்ஸ்வால்வெண்ட் என்று தீர்ப்புச்செய்யப் பட்டிருந்தாலும்,

(ஆ) புத்தி ஸ்வாதீனமில்லாமலும் ஊமை அல்லது பெருவியாதியஸ்த ராக இருந்தாலும்,

(இ) துர்நடத்தைக்காக தண்டிக்கப்பட்டாலும், சர்க்காரால் அல்லது நீதி மன்றத்தால் பதவியிலிருந்து விலக்கப்பட்டாலும்,

(ஈ) ஒருவர் பதவியிலிருப்பதன் மூலம் யூனியனுடைய காரியம் பாதிக் கப்படுவதாகத் தெரிய வந்தாலும், அப்படிப்பட்டவர்களை நீக்கி விடலாம்.

(உ) யூனியனின் சட்டதிட்டங்களுக்கு விரோதமாக நடக்கும் எந்த அங்கத்தினர் பேரிலும் தற்காலிகமாக விலக்கி வைத்தல், நிரந்தரமாக விலக்குதல் போன்ற ஒழுங்கு நடவடிக்கை எடுக்க நிர்வாகக்குழுவுக்கு அதிகாரம் உண்டு.

(ஊ) யூனியனின் சட்ட திட்டங்களுக்கும், கட்டுப்பாட்டிற்கும் விரோத மாக நடந்தாலும் நிதி அல்லது கணக்கு விஷயங்களில் தவருக நடநதாலும், தாலுகா பஞ்சாயத்து சங்கம் அல்லது தமிழ்நாடு பஞ்சாயத்து யூனியன் உத்தியோகப் பொறுப்பேற்றிருக்கும் அப்படிப்பட்ட நபர் அல்லது நபர்கள் பேரில் அதற்குரிய நடவடிக்கை எடுக்கவும், பதவியில் இருந்து தற்காலிக மாகவோ அல்லது நிரந்தரமாகவோ நீக்கவும் வேருெருவரை அந்தக் காலி ஸ்தானத்திற்கு நியமிப்பதற்கான ஏற்பாடுகளை செய்யவும் நிர்வாகக்குழுவிற்கு அதிகாரமுண்டு.

27. யூனியன் அங்கத்தினர்களுக்குள் அல்லது இணைக்கப்பட்டுள்ள தனக்குக் கீழுள்ள தாலூகா சங்கங்களுக்குள் ஸ்தாபன சம்பந்தமாக ஏற்படும் சச்சரவு, அபிப்பிராய பேதம் முதலியவைகளை நிர்வாகக்குழு தீர்த்து வைக்க வேண்டும். அதன் தீர்ப்பே முடிவானது. எக்காரணத்தைக்கொண்டும் அதற்காக நீதி மன்றங்களுக்குச் செல்லக்கூடாது.

28. இந்த அமைப்பு விதிகளில் ஏற்படும் சந்தேகங்களுக்கு விளக்கம் கூறவும் அவசியம் ஆயின் புதிய விதி அல்லது உப விதியை இணைக்கவோ அல்லது நீக்கவோ நிர்வாகக் குழுவுக்கு அதிகாரமுண்டு. ஆனல் அடுத்த பொதுச்சபைக் கூட்டத்தில் அதை அங்கீகாரம் பெற வேண்டும்.

BOOKS AND PUBLICATIONS—"GRAMA NALAM"—TAMIL MONTHLY JOURNAL—PRINTING OF COPIES—MAXIMUM NUMBER TO BE PRINTED AND DISTRIBUTED—REVISION—ORDERED.

With a view to giving wide publicity to the Community Development Programme and the Five-Year Plans, orders were issued in the Government Order first cited for the printing and publication of 5,000 copies of the monthly journal "Grama Nalam" for distribution in the Community Development areas. In the Government Order third and fourth read above the number of copies were increased first to 10,000 and then to 25,000 respectively, in order to meet the additional demand both for free distribution as well as for sale at the rate of 0.13 nP per copy.

2. Hitherto fifty copies of the journal were being sent every month to each of the Block Development Officers. Of these, twenty-five copies were for being kept in the Information Centre and for free distribution among the Grama Sevaks and the non-official members of the Block Advisory Committee. The remaining copies were to be sold to the public by the Block Development Officers through the Grama Sevaks so as to reach all the villages.

3. The Community Development Programme has undergone important changes and has now been entrusted to the Panchayat Unions throughout the State. The "Grama Nalam" has now become the official organ of Panchayat development. Copies of the journal are now being issued free to every Panchayat President and are thus sure to reach each and every village. In view of these changes, Government now direct that the sale of copies to the public through the Block Development Officers be stopped with immediate effect. Those of the public desirous of obtaining copies of the journal may obtain them by sending in subscriptions directly to the Public Relation Officer, Rural Development and Local Administration Department, who will send the copies direct to them by post.

4. Government have also, after careful consideration decided that copies of the journal need not be supplied to all the Grama Sevaks. Ten copies in each issue of the journal will, in future, be sent to each of the 375 Panchayat Unions in the State. Out of these, three copies will be kept in Block Information Centre and the remaining copies circulated to the members of the staff. After such circulation, all copies should be returned to the Panchayat Union Information Centre for proper preservation. The Commissioner of Panchayat Union should ensure that copies of the journal are circulated among all members of the staff and are thereafter kept in proper custody.

5. In view of these changes, the Government now direct that the number of copies of the journal to be printed be limited to 20,000 (twenty-thousand) a month with effect from the issue of

journal, dated April 1962. Copies of the journal should be distributed on the basis detailed in the Annexure to this order.

6. Government also direct that the sale price of the copy will continue to be 0.13 nP. The rate of subscription will continue to be Rs. 1.50 per year and 0.75 nP. per half-year.

7. This order issues with the concurrence of the Finance Department—vide their U.O. No. 42927 EB/62-1, dated 7th April 1962.

(G.O. Ms. No. 957, Rural Development and Local Administration, dated 16th April 1962.)

PANCHAYATS—LEVY OF VEHICLES TAX AND PROFESSION TAX BY PANCHAYATS.

All Commissioners of Panchayat Unions are informed that the instructions regarding the collection of house-tax once a year issued in Government Memorandum No. 190984/LI/60-1, L.A., dated the 15th February 1961 (copy enclosed) will also apply to the collection of vehicles tax and profession tax.

Copy of Government Memorandum No. 190984/LI/60-1, Local Administration, dated 15th February 1961.

1. It has been suggested that it would be convenient and easy for the village people, if the house tax is levied by panchayats once a year and collected from the rate-payers along with land revenue instead of its present half-yearly levy, as the villagers generally derive their income once a year from the main harvest.

2. The Government have carefully examined the suggestion. Both under the Madras Village Panchayats Act, 1950 and the Madras Panchayats Act, 1958 the house tax shall be levied every half-year, but there is no legal objection to the collection of tax during the kist months from the December to April next, as in the case of land revenue in respect of both the half-years. The only requirement is that the bill for the half-yearly tax should be served on the assessee either in the half-year concerned or in the succeeding half-year, if coercive action is to be taken by way of distraint, etc.—*vide* rule 23 (3) of rules regarding the assessment and collection of taxes issued under the Madras Village Panchayats Act, 1950. In the case of failure to serve the bill in the half-year concerned in the succeeding half-year, a civil suit can be filed for the recovery of the amount—Vide rule 23 (4) of the said rules.

3. In view of the provisions explained in paragraph 2 above, the Collector of Coimbatore is informed that the collection of house-tax by Panchayats may be made in two instalments either in two half-years or in one half-year in one lump-sum according to the local conditions and convenience.

Memorandum No. 6278?/L. Spl./62-1.
Rural Development and Local Administration, dated 18th April 1962.

PANCHAYATS—STATE UNION OF PANCHAYATS RESOLUTION FOR AMENDING BYLAW 7 —RELATING TO TALUK PANCHAYAT ASSOCIATIONS—CONSEQUENTAIL AMENDMENT TO G.O. No. 1089, LOCAL ADMINISTRATION, DATED 27TH JUNE 1960.

In its resolution No. 10, dated 9th August 1961 the State Union of Panchayats has resolved to alter Bylaw No. VII relating to subscription to be paid by Panchayats to Local Panchayat Associations and the share thereof to be paid to the State Union of Panchayats, approved in G.O. No. 1089, Local Administration, dated 27th June 1960. The State Union of Panchayats has suggested that paragraph 3 of G.O. No. 1089, Local Administration, dated 27th June 1960 may be modified with reference to the above resolution. In G.O. No. 813, Rural Development and Local Administration, dated 2nd April 1962, the Government permitted the Taluk Panchayat Associations and the Panchayat Union Councils to become members of the State Union of Panchayats and to pay subscription to the State Union at the rates specified in Revised Bylaw 20 approved in that Government Order. As the proposed bylaw VII of the Taluk Panchayat Associations is in accordance with Bylaw 20 of the constitution of the State Panchayat Union approved in G.O. No. 815, Rural Development and Local Administration, dated 2nd April 1962, the Government accept the suggestion of the State Union of Panchayats and direct that for paragraph 3 of G.O. No. 1089, Local Administration, dated 7th June 1960 the following paragraph be substituted, namely :—

"3. All the Panchayats in a Taluk are permitted to become members of the Taluk Panchayat Associations by paying an annual subscription of Rs. 5 to the Taluk Panchayat Association concerned. Every Taluk Panchayat Association in districts other than the Nilgiris and Kanyakumari should pay an annual subscription to the State Union of Panchayats before the 30th of April of that year as indicated below :—

(i) Every Taluk Panchayat Association in taluks with not more than 100 panchayats, Rs. 50.

(ii) Every Taluk Panchayat Association in taluks with more than 100 but not more than 150 panchayats, Rs. 75.

(iii) Every Taluk Panchayat Association in taluks with more than 150 panchayats, Rs. 100.

Every Taluk Panchayat Association in the Nilgiris and the Kanyakumari Districts should pay to the State Union of Panchayats an annual subscription of Rs. 10 each ".

The State Union of Panchayats is requested to take necessary action to have the revised Bylaw VII approved by all the Taluk Panchayat Associations.

(Memorandum No. 1464/A/c2/61-4 Rural Development and Local Administration, dated 30th April 1962)

PANCHAYATS—CONSTITUTION OF TALUK PANCHAYAT ASSOCIATION—PROPOSAL—APPROVED—PAYMENT OF TRAVELLING ALLOWANCE TO MEMBERS—SANCTIONED.

1. The proposal of the Executive Committee of the State Union of Panchayats made at its meeting held in March 1960, to constitute Taluk Panchayat Associations as constitutent members of the State Panchayat Union is approved.

2. The draft bye-laws framed by the State Union of Panchayats regarding constitution of Taluk Panchayat Associations for adoption by Taluk Association of Panchayats are also approved.

3. All the Panchayats in a taluk are permitted to become members of the Taluk Panchayat Association concerned by paying an annual fee of Rs. 8 of which Rs. 5 shall be credited to the State Union of Panchayats.

4. The Government permit the Presidents of Panchayats and other members of the Taluk Panchayat Association to draw travelling allowance from the funds of the respective panchayat at the following rates for attending the meeting of the Taluk Panchayat Association :—

(i) *For Railway journeys.*—Three III class fares for the journeys to and fro to attend meetings.

(ii) *For journeys by road.*—Actual Bus fare.

(iii) *Daily allowance.*—Rs. 2 per day.

(G.O. Ms. No. 1089, Rural Development and Local Administration, dated 27th June 1960).

PANCHAYAT UNION COUNCILS—CHAIRMAN—VISIT OF —INSTITUTIONS BY—REGARDING.

Under the Madras Panchayats Act, 1958, the responsibility for the maintenance of various institutions like Elementary Schools, Maternity and Child Welfare Centres, Poor houses, Orphanages, Choultries and public markets classified as Panchayat Union Markets have been vested with the Panchavat Union. The Panchayat Union Councils have a great responsibility in ensuring that these institutions function properly and that the Panchayat Union funds set apart for the maintenance of such institutions are utilised for the greatest benefit of the public. In order to achieve these results it is ncessary that the Chairman of the Panchayat Union Council concerned devotes constant attention to these institutions in his jurisdiction and keeps himself fully informed of their day-to-day working through personal visits to the places, if necessary. Instructions have been issued separately in G.O. No. 2901, Rural Development and Local Administration, dated 1st November 1961

regarding the visit of the Panchayat Union Chairman to the Elementary Schools under the management of the Panchayat Union. The instructions in this Government Order regading Travelling Allowance will be applicable to your visits to the other institutions also.

(Letter No. 217041/L. Spl./61, dated 13th November 1961).

PANCHAYAT UNION COUNCILS—ELECTION OF CHAIRMAN—CERTAIN DOUBTS IN PROCEDURE—CLARIFICATIONS—ISSUED.

1. The Collector of Coimbatore has, in his letter cited, requested clarification on the following points :—

(i) Whether it is necessary to insist on a "Quorum" for the meeting to be convened by the Revenue Divisional Officer for the election of chairman of a Panchayat Union Council;

(ii) In case it is not possible to serve the meeting notice personally on a member of the Panchayat Union Council, whether the notice may be affixed in the residence of the said member or by service on an adult male member in the house, the fact being certified by an endorsement in the Election Notice; and

(iii) Whether a member who proposes or seconds the nomination of another member for election as chairman may allow his name also to be proposed and seconded for the same election by some other members.

2. The following clarifications are issued on the above points :—

(a) *Point (i) in paragraph 1 above.*—Rule 2 of the Rules issued in G.O. Ms. No. 1611, L.A., dated 27th September 1960 regarding the election of chairman and vice-chairman of Panchayat Union Councils provides that the election of the Chairman or Vice-chairman shall be held in the office of the Panchayat Union by the members of the Panchayat Union Council. at a meeting specially convened for the purpose. As the meeting for the election of a chairman or vice-chairman should be deemed to be a meeting of the Panchayat Union Council convened for the specific purpose of election a chairman or vice-chairman of the Panchayat Union Council, the quorum fixed for the meeting of the Panchayat Union Council in Rule 6 of the Rules regarding in mode of transacting business at meetings of Panchayat Union Councils in notification No. 10 issued with G.O. Ms. No. 1677. L.A., dated 8th October 1960 will apply in the case of the election of a chairman or vice-chairman of the panchayat union council also.

(b) *Point (ii) in paragraph 1 above.*—There is no specific provision in the Madras Panchayats Act, 1958 or in the rules issued in G.O. Ms. No. 1611, L.A., dated 27th September 1960 regarding the mode of giving notice of the meeting to members. Pending provision of the mode of service in the above rules, the Collector

is requested to follow the procedure suggested by him, viz., to serve the notice by affixing it in the residence or by service on an adult male member in the house, the facts being certified by an endorsement in the election notice.

(c) *Point (iii) in paragraph* 1 *above*—There is no express prohibition in the rules relating to the election of chairman and vice-chairman of Panchayat Union Councils, prohibiting a person who has proposed or seconded the nomination of another person for the election from standing for election as chairman or vice-chairman.

(Memorandum No. 74701/L. Spl./61-2, Rural Development and Local Administration, dated 25th April 1961)

PANCHAYAT RADIO MAINTENANCE ORGANISATION—ARRANGEMENTS FOR THE REPAIR OF RADIO SETS—INSTRUCTIONS—ISSUED.

In G.O. Ms. No. 2337, Rural Development and Local Administration, dated 28th August 1961 orders have been issued posting one Radio Supervisor to work in each Revenue Division under the control and supervision of the Revenue Divisional Officer for the maintenance of radio receiver sets in the Panchayats. Orders have also been issued in the Government Order that the Panchayat Presidents will arrange to bring their radio sets to the Block headquarters to which they are attached, for carrying out repairs, that the Radio Supervisor will visit the Block headquarters on specified dates and carry out repairs to the sets and that the cost of transport of the radio sets and the batteries between the villages and the Block Headquarters will be met entirely from the Panchayat's own funds and no portion of it will be met by the Government. The Chief Radio Officer has now reported that it has been suggested to him by the Collectors, Revenue Divisional Officers and the Commissioners of Panchayat Unions that Panchayat Presidents should also be permitted to arrange to bring the radio sets to service stations at the Divisional Headquarters rather than to the block headquarters if the former allernative is more convenient. The Chief Radio Officer has requested that necessary orders may be issued in the matter.

2. The Government accept the above suggestion and they direct that the Panchayat Presidents be permitted to arrange to bring their radio sets to the service stations of the Panchayat Radio Maintenance Organisation at the Divisional headquarters or to the Block headquarters according to their convenience for carrying out repairs to the sets subject to the condition that the entire cost of transport of the radio sets, etc., between the villages and the service stations or the Block headquarters is met by the Panchayats from their own funds.

(Memorandum No. 195724/P-6/61-1, Rural Development and Local Administration, dated 31st October 1961).

PANCHAYAT RADIO MAINTENANCE ORGANISATION—INSTALLATION AND MAINTENANCE OF RADIO RECEIVER SETS IN THE PANCHAYATS—PAYMENNT OF SUBSIDY TO THE PANCHAYATS FOR THE PURCHASE OF RADIO RECEIVER SETS—ORDERS—ISSUED.

In G.O. Ms. No. 2337, Rural Development and Local Administration, dated 28th August 1961, orders have been issued for setting up the Panchayat Radio Maintenance Organisation to attend to the work of installation and maintenance of radio receiver sets in the panchayats and to plan for the coverage of every panchayat in the State with a radio receiver set before the end of the Third Five-Year Plan. Orders have also been issued in the Government Order that the panchayats will themselves bear the cost of replacement of batteries, components, etc., in addition to a servicing charge of Rs. 20 per annum per set irrespective of whether the sets is a battery set or a mains set, and that the existing restriction that the panchayats should tune the sets only for two hours a day to certain fixed stations be relaxed with effect from 1st September 1961, and the sets supplied to the panchayats through the State Broadcasting Department be brought on a par with those supplied under the Community Development Programme. Prior to the formation of the Panchayat Radio Maintenance Organisation, the Community radio receivers were obtained from the Government of India by the State Broadcasting Department for installation in the panchayats. The community radio receiver sets received from the Government of India were arrested to receive programmes broadcast by a certain fixed stations of the All-India Radio. In view of the relaxation now ordered in the Government Order read above, the sets that will be obtained from the Government of India will not be suitable for installation in the panchayats. The Government have examined the question how the radio receiver sets should be supplied to the panchayats and the manner in which subsidy should be given to the panchayats for the installation of radio receiver sets. It has been estimated that about 8,000 new radio sets will have to be installed in the panchayats so as to cover every panchayat in the State with a radio receiver set. The Government direct that 8,000 radio receivers be installed in the panchayats before 31st December 1962, and installation of 500 sets be fixed as a target to be achieved by the end of 31st March 1962.

2. As radio receivers obtained through the Government of India will not be suitable for installation in the panchayats the Government permit the panchayats to purchase radio receivers of their choice from the list of types and models approved by the Government and the Government will give subsidy to the panchayats for the purchase of the radio sets. The details regarding the procedure in this regard are given in the Annexures in this order.

3. It is estimated that a total provision of about Rs. 10 lakhs will be required for the payment of subsidy to the panchayats for the purchase of radio sets. Under the Community Development Programme provision has been made available for the payment of grant for the purchase of radio set under the head " Social Education ". Provision is now made available under the Panchayat Development Schematic Budget for the Social Education Programme at the rate of 10 naye Paise per head of the population in the Panchayat Union which roughly amounts to Rs. 7,000 per year per Panchayat Union. The funds available for the Social Educations Programme can continue to be utilised for the payment of subsidy for the purchase of radio receivers for the panchayats. Each Panchayat Union Council is requested to set apart a sum of Rs. 2,500 for the payment of subsidy for the installation of radio receivers sets in the panchayats. Orders will be issued separately for the provision of remaining funds required for the payment of subsidy to the panchayats.

(G.O. Ms. No. 1, Rural Development and Local Administration, dated 1st January 1962.)

ANNEXURE I.

Procedure for the purchases of radio receiver sets by the Panchayats.

The Government will decide the types and models of radio receivers that can be suitably installed in the panchayats and will invite quotations from the dealers for their delivery at nearest railhead in the State. Specimen forms for enquiry quotations and notifications that will be published in the newspapers are given in Annexure II.

2. The quotations received from the dealers will be scrutinised by a Committee specificially constituted by the Government for the purpose. The Committee after scrutinising the quotations and testing the model sets for their performance, etc., will select suitable type of sets for installation in the panchayats and approve their prices. The list of the types and models of radio sets that can be installed in the panchayats and their prices approved by the Committee will be communicated to all Collectors, Revenue Divisional Officers, Panchayat Union Commissioners, and Panchayats. The panchayats may choose any of the approved type of set for installation in their villages from the list communicated to them and purchase the set from the nearest dealer directly at the approved cost. The dealers will issue to the panchayats a stamped receiept for the cost of the set received by them.

3. The panchayats will thereafter be entitled to claim subsidy from the State Government for the purchase of the radio set. The panchayats will be sanctioned subsidy equal to one half of the cheapest set mentioned in the approved list irrespective of the type of the

set selected by the panchayat from the approved list. The exact amount of subsidy that will be given to the panchayats will be made known to the panchayats while communicating the list of approved sets after the scrutiny of the Committee constituted therefor. If a panchayat is desirous to buy a set not included in the approved list, the panchayat should submit proposals to the Chief Radio Officer who will examine them and forward them with his recommendations to the Committee for its decision. The Committee after considering the recommendations will approve the purchase of the set if found suitable for installation, and in that case, the panchayat will be paid subsidy equal to that given to the purchase of approved sets or 50 per cent of the cost of the set purchased by it whichever is less.

4. After the purchase of the sets the panchayat will inform the concerned radio supervisor for the installation of the set in the panchayat. The panchayat will present the voucher for the purchase of the radio set with the counter-signature of the radio supervisor to the concerned Panchayat Union Commissioner for the sanction of subsidy. The Panchayat Union Commissioner after scrutinising the voucher presented by the panchayats will sanction the payment of subsidy from the Panchayat Union funds and claim the expenditure as post-execution grant. At the end of every month, the Panchayat Union Commissioner will furnish to the Revenue Divisional Officer concerned extracts of expenditure incurred for the payment of subsidy along with other expenditure incurred under Social Education for which grants are due from the State Government. The Revenue Divisional Officer will sanction the grants by debit to the head " 47-A. Community Development Projects, National Extension Service and Local Development Works—VI—Social Education—2. Other charges—Non-recurring ".

ANNEXURE II.

Enquiry Form.

PANCHAYAT RADIO MAINTENANCE ORGANIZATION—INSTALLATION OF COMMUNITY RADIO RECEIVERS—PURCHASE OF SETS.

Please quote for the supply of 8,000 domestic radio receivers suited for installation before 31st December 1962 in Panchayats in this State for community listening purposes. About half the quantity will be 230 V.50 cycles single phase A/C operated. The rest will be operated on 90 V—1.5 V.—6 V Dry battery packs. All-Transistor sets may also be quoted. The receivers should satisfy the following specifications:—

(i) As it is intended for community listening purpose, it should be capable of delivering an audio output which would be sufficient for an outdoor, open air auidence of not less than fifty persons even at end point battery voltages.

(ii) It should have full coverage on the medium and all the shortwave bands.

(iii) It should have an output termination to connect an external L.S. with facility to mute the internal speaker when the external is in operation.

(iv) It should be supplied with an extension L.S. which will be of the pressure type of 10 watts capacity with a reflex horn and ten yards of twin flexible wire.

(v) An aerial kit comprising stranded copper insulated wire of 100 feet length, three numbers of porcelain insulators, a lightning arrestor and an earth rod not less than 12 inches in length.

The sets will be purchase by individual panchayats from the nearest dealers. No minimum quantity of any type is guaranteed. The prices should be valid for any place in this State up to 31st December 1962. The sets should carry the usual guarantee of free supply of valves and other components getting defective within a specified period. The sets may be called for tests at the office of the Chief Radio Officer in which case they should be sent without any obligation on approval. The type and model of the set and the price will be communicated to the Panchayats with instructions to obtain the sets from the local dealers. The dealers should in turn be instructed to supply to the panchayats the particular set at the agreed price. The payment will be made direct to the dealer by the panchayat. The dealer will issue to the panchayat a stamped receipt for the cost of the set received by him.

Your quotations in the enclosed form may be sent so as to reach here not later than..............

Quotation Form.

To

The Chief Radio Officer,

Panchayat Radio Maintenance Organisation,

Chepauk, Madras-5.

Sir,

Reference.—Your enquiry No. , dated .

We present herewith our quotations for radio receivers with extension speakers and accessories as per details below * we agree that the prices will hold good up to 31st December 1962 for supply at any of our dealers in this State. We also agree to replace free of cost all components including valves which become defective during operation for a period of...............

Signature.

NOTIFICATION.

Quotations are invited for the supply A.C. mains and Dry Battery operated radio receivers for installation in Panchayats in this State under the Community Development Programme. About 8,000 sets are proposed to be installed before 31st December 1962. Specifications for sets and conditions under which the sets should be supplied may be obtained from the Chief Radio Officer, Chepauk, Madras-5. The quotations for the supply of the sets should be presented in the forms obtainable with the Chief Radio Officer, Madras.

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panchayat should submit a proposal with full details regarding the radio set (i.e., cost, make, model, guarantee, conditions, etc.), to the Chief Radio Officer, who will examine the proposal and forward it to the Committee constituted by the Government for the purpose with his recommendations. The Committee after considering the proposal of the Chief Radio Officer will recommend to the Government the purchase of the radio set if found suitable for installation in the panchayat. The Government will take a decision on the recommendation of the Committee. If the radio set is duly approved by the Government, the panchayat will be eligible for the subsidy of Rs. 180 or 50 per cent of the cost of the radio set with aerial kit and external loud-speaker unit purchased by it, *whichever is less.*

7. Instructions will issue separately regarding the procedure to be adopted for the purchase of radio sets from the dealers and regarding the procedure to the adopted by the Commissioner of the panchayat unions to recoup the expenditure incurred from the Panchayat Union General Funds towards the subsidy from the Government on *post-execution* basis.

(G.O. Ms. No. 725, Rural Development and Local Administration, dated 26th March 1962.)

ANNEXURE.

Name of manufacturer/ supplier. (1)	*Type and model of set.* (2)	*Price at which available.* (3)
1 General Radio and Appliances, Limited, Mount Road, Madras-2 (the prices are valid with any of their dealers in the State).	(i) National Ekco Model A 730 for 230 V.AC. operation.	Rs. 535 nett inclusive of all taxes.
	(ii) National Ekco Model A 744 for 230 V.AC. operation.	Rs. 395·90 nett inclusive of taxes.
	(iii) National Ekco B 751 dry battery model.	Rs. 395·90 inclusive o all taxes.
2 Wireless Sales and Service, Mount Road, Madras-2 (the prices are valid at Madras, Salem and Vellore).	(i) G.E.C. Model BC. 5350 for 230 V. AC operation.	Rs. 427·67 nett inclusive of all taxes.
	(ii) G.E.C. Model BC. 5151 W for 230 V.AC. operation.	Rs. 348·44 inclusive of all taxes.
	(iii) G.E.C. Model BC. 5746 for 230 V.AC. operation.	Rs. 662·50 inclusive of all taxes.
3 Mohamed Ebrahim and Company, Mount Road, Madras-2 (prices are valid with any of their dealers in the State).	(i) Murphy TAO–724 for 230 V.AC. operation.	Rs. 515·68 nett inclusive of all taxes.
	(ii) Murphy TAO 374 for 230 V.AC. operation.	Rs. 443·10 nett inclusive of all taxes.
	(iii) Murphy TAO-322 322 for 230 V.AC. operation.	Rs. 351·00 nett including all taxes.

Name of manufacturer/ supplier. (1)	*Type and model of set.* (2)	*Price at which available.* (3)
4 Resa Company, Mount Road, Madras-2 (the prices are valid with any of their dealers in the State).	(i) AW 6 DB Resa for 90 V. 1. 5 V.D.B. operation.	Rs. 320·45 nett including all taxes.
	(ii) AW 6 Resa for 230 V.AC. operation.	Rs. 305·66 nett including all taxes.
	(iii) Resa BS 5. for 230 V. AC. operation.	Rs. 364·82 nett including all taxes.
	(iv) Resa . AW. TR–Transistor set for 9 V.D.B. operation.	Rs. 364·82 nett including all taxes.
5 G. Ganshi and Company, Mount Road, Madras-2 (the price is valid ex. factory Madras).	(i) Crystaltone model W 678.	Rs. 520/–nett including all taxes.

PANCHAYAT RADIO MAINTENANCE ORGANISATION—INSTALLATION OF RADIO SETS IN THE PANCHAYATS—PROCEDURE TO BE FOLLOWED—INSTRUCTIONS—ISSUED.

In G.O. Ms. No. 725, R.D. & L.A., dated 26th March 1962, orders have been issued approving the types and models of radio sets that can be installed in the Panchayats. In the above orders, it has been stated that the subsidy of Rs. 180 will be paid to each Panchayat for the installation of any one of the radio sets mentioned in the Annexure to above order with an aerial kit and an unit of external loud speaker, and that instructions will be issued separately regarding the procedure to be adopted for the purchase of radio sets from the dealers and for the payment of subsidy. The Government have considered the above question and direct that the procedure as enumerated in paragraph 2 below should be followed by all the concern officers in the matter of purchase of radio sets and the payment of subsidy.

2. (i) The Collectors are requested to instruct the Panchayat Union Commissioners under their control to conduct immediately a complete survey of the radio sets installed in the Panchayats. The survey should be conducted on the assumption that every Panchayat should have one radio set before the end of 2nd October 1962. The Panchayats which are already having at least one set each should be left out of consideration. If a Panchayat does not have atleast one radio set, it must be provided with one as per the orders issued in G.O. Ms. No. 1, R.D. & L.A., dated the 1st January 1962.

(ii) The Panchayat Union Commissioners should ascertain from each Panchayat which does not possess a radio set, the type of set it proposes to purchase from among the list of approved types and models of radio sets by the Government, and whether it agrees to bear the cost of the radio set including that of aerial kit and one unit of external loud-speaker from its own funds less the amount of subsidy (i.e., Rs. 1,800) to be provided.

(iii) If the Panchayat is willing to meet the cost of the radio set required by it (along with aerial kit and external loud-speaker unit) less the amount of subsidy to be given to it, it should be requested to pass a resolution authorising the Panchayat Union Commissioner to purchase the radio set, the aerial kit and the external loud-speaker on behalf of the Panchayat and to recover the cost due by the Panchayat from its credit in the accounts at the Panchayat Union Office. The Panchayat should be requested to send a copy of the resolution passed by it to the Panchayat Union. The Panchayat should also credit its share of the purchase price of the Radio set and the loud-speaker into the Panchayat Union Funds. The Panchayat president should draw a pay order in the name of the Commissioner for this purpose.

(iv) The Panchayat Union Commissioners should consolidate the requirements of all the Panchayats under their jurisdiction and find out the total number of radio sets to be purchased under each type and model of radio set approved by the Government.

(v) The Panchayat Union Commissioners should then place a consolidated indent with the nearest dealer dealing with sale of approved radio sets required by the Panchayats. Indents should also be placed with the local dealers for the purchase of aerial kits required for the radio sets.

(vi) After receiving the supply of radio sets and the aerial kits from the dealers, the Radio Supervisors concerned should test the radio sets and aerial kits and check whether anything is defective in the supplies made by the dealers and whether sets supplied by them are those approved by the Government and intended by the Panchayat Union Commissioners. If the Radio Supervisors find that the radio sets and the aerial kit materials are in good order and that they conform to the indent placed by the Panchayat Union Commissioners, they should issue certificate to this effect and also countersign the vouchers issued by the dealers for the sale of the goods.

(vii) After the delivery of the radio sets and the aerial kit materials the Radio Supervisors should take immediate action to instal the radio sets in the respective Panchayats.

(viii) The Panchayat Union Commissioners, after obtaining the certificate and the countersignature of the Radio Supervisor, as mentioned in sub-paragraph (vi) above should arrange for the payment of the total cost of the radio sets and aerial kits purchased from the dealers initially from the general funds of the Panchayat

Unions. Instructions will be issued separately for the purchase of external loud-speakers required by Panchayats. The cost of the external loud-speakers will also have to be initially met from the general funds of the Panchayat Union.

(ix) After the payment of the cost of the radio sets, etc., to the dealers and recovery of the share of the cost from the Panchayats, only the expenditure incurred from the general funds of the Panchayat Union towards the subsidy will be reimbursable by the Government. In the orders issued in G.O. Ms. No. 1, R.D. & L.A., dated the 1st January 1962 and in G.O. Ms. 300, R.D. & L.A., dated the 6th February 1962, the Panchayat Union Councils have been requested to set apart a provision not exceeding Rs. 2,500 under the Social Education Pragramme for the payment of subsidy for the installation of radio sets in the Panchayats. In G.O. Ms. No. 725, dated the 26th March 1962, the amount of subsidy per set has been fixed at Rs. 180 per set. Taking into account the aerial kit and the external loud-speaker, it is likely that in some (Panchayat Unions where the number of) Panchayats yet to be covered by radio sets are larger, the amount of Rs. 2,500 suggested for being provided under this item in the model programme for Social Education Communicated in G.O. Ms. No. 300, R.D. & L.A., dated the 6th February 1962 will not be sufficient. As the programme communicated in G.O. Ms. No. 300, dated the 6th February 1962, is only a model programme it is open to the Panchayat Unions to make adequate provision in order to ensure that the full requirements of money for subsidising the projects and installation of one set in each Panchayat Union is made available. No expenditure under this would have been incurred during the year 1961–62. The Panchayat Union Councils and Commissioners may, therefore, be requested to provide the full requirements of money for the subsidy, even if it be in excess of Rs. 2,500 per block for meeting the cost of subsidy. The provisions made, however, should not exceed the total provision available to the block at the rate of 10nP. per capita per annum. Subject to this ceiling and subject to the requirements of the other items mentioned in the Social Education programme, Panchayat Unions may be requested to provide the full amount necessary.

(x) The expenditure incurred under the Social Education Programme towards the subsidy should then be claimed by the Panchayat Union Commissioners as grant under the head of account "Grant-in-aid to Panchayat Union" open under "47-A Community Development Projects, National Extension Service and Local Development Works—b. Development Schemes—Schemes in the Third Five-year Plan—Community Development Projects—VI. Social Education" on the *post—execution basis* as in the case of other items of expenditure incurred under the Social Education Programme, as per the instructions issued in G.O. Ms. No. 300, R.D. & L.A., dated the 6th February 1962.

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3. The Government wish to reiterate that the scheme of installation of radio sets with subsidy is applicable only to the Panchayats which do not possess a radio set and not for any voluntary organisation or centres. They also emphasis that the scheme of covering every Panchayat in the State with a radio set should be completed as early as possible and the coverage should be achieved *befor 2nd October* 1962. The Collectors, the Revenue Divisional Officers, Divisional Panchayat Officers, the Commissioner of Panchayat Unions, the staff of the Panchayat Radio Maintenance Organisation, and the staff in the Blocks especially the Extension Officer for Panchayats, Education Extension Officer, Gramsevaks, etc., should take special efforts for the successful implementation of the scheme at an earliest date.

(G.O. Ms. 800, Rural Development and Local Administration, dated the 31st March 1962.)

"GUIDE BOOK ON PANCHAYAT DEVELOPMENT IN MADRAS STATE"—VOLUMES I AND II.

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